



Brinsworth Whitehill Primary

Part of Wickersley Partnership Trust

Howlett Drive, Brinsworth, Rotherham, S60 5HT

Tel: (01709) 828242

Head Teacher: Mrs A Lee

E-mail: office@brinsworthwhitehill.org

Website: www.brinsworthwhitehill.org

6th February 2018

Dear Parent,

Absence Procedure Reminder

In light of recent cases in the press, I am writing to remind you of the school procedure for children who have unexplained absences from school.

There have been public cases in the past where schools have not chased up the reasons as to why children are off school. It has then transpired that there have been tragic circumstances around these absences, e.g. illness of a parent and a child unable to seek help.

We will do everything we can to prevent such situations occurring, and we have robust procedures already in place as I am sure you would agree that your child's safety is paramount to us all.

If your child is not going to be in school please call the office on 01709 828242 or leave a message on the answer phone. You can also email the school on office@brinsworthwhitehill.org to report their absence. Please do this on the first day of the absence.

As is school procedure, if we have not heard from you then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is then we will make/ask the Education Welfare Officer to do a home visit. However if we still haven't been able to get a response then we will report it to the relevant agencies to do a welfare check.

This procedure is to ensure that we know where your child is and that you are all safe. Please let us know in good time why your child is absent from school. If you would like to talk to me about this please make an appointment to see me.

Data Collection Sheet – Academic Year 2017/2018

Please will you update your child's details and relevant contact numbers on the above form and return to school as soon as possible.

Thank you for your support.

Yours faithfully,

Mrs A Lee
Headteacher