

19th June 2017

Dear Parent/Carer

Following a very sad and tragic incident resulting in the death of a four year old child in the UK last year, the recent coroner's report has highlighted the need for us all to work together to improve communication regarding children's absence from school.

In line with this and with the welfare of our children remaining a priority for us, we will now need to ensure that we receive communication about any child who is unexpectedly absent. If we do not receive notification of absence on the morning of the first day of absence, we shall be following this procedure:

- Phoning contact numbers as provided by you to try and gain verbal confirmation that your child is absent with your knowledge (please complete and return the attached form to provide us with three up to date contact numbers for your child ASAP).
- If we are not able to contact you by phone then a member of staff will carry out a home visit on the morning of absence (please complete the attached form, adding all possible addresses that your child may be at if absent/sick).
- In the unlikely event that we cannot gain satisfaction that your child is absent with your knowledge, then we are now required to phone the police, for them to make enquiries as to the safety and well-being of your child.

Please be aware that these procedures will also apply to children of non- compulsory school age (Reception and Nursery classes).

With enhanced and efficient communication between home and school, we can all be sure that our children are safe and well, and prevent such tragic incidents from occurring in the future.

Yours sincerely

R Thompson (Mrs)
Academy Principal