

# Thames View Infants



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Dear Parents/Carers;

## Important - Unexplained Absences

I am writing to make you aware of our procedure for children who have unexplained absences from School.

Recently, there have been public cases where schools have not been able to obtain a reason as to why children have been absent from school. Unfortunately, it has later transpired that there had been tragic circumstances around these absences e.g. illness of a parent, and the child was unable to seek help.

We are committed to doing everything we can to prevent such occurrence's happening at our school, and I am sure you would agree the safety of your child is paramount to us all.

## What you need to do if your child is absent:

- It is your parental duty to telephone the school office before 9.30am, on each day of your child's absence on: 020 8270 4317.
- If you are unable to call, you can text on, 07950 440 843 and the Attendance Officer will call you back later in the day.

## What we will do:

- On the first day of your child's absence, if we have not already heard from you, the Attendance Officer will try to contact you on any of the contact numbers you have provided, in order to gain a reason for the absence.
- If we still have been unable to ascertain a reason for your child's absence, we will conduct a home visit.



We're a PAPERLESS School – so you must download & register your ParentMail App to receive e-newsletters, to book after-school clubs & Parents' meetings or to confirm consent for educational visits.

- If we still have been unable to contact you, we will report your child to the Local Authority as a Child Missing Education. In some circumstances we might report the matter to the police, or share this information with Social Services.

These procedures are to ensure that we know where your child is, and that you are all safe and well.

Thank you for your cooperation with this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Serena Lee', written over a horizontal line.

Serena Lee  
Attendance Leader