

Meriden C of E Primary School

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www.meridenceprimaryschool.co.uk

[@meridenprimary](https://twitter.com/meridenprimary)

Headteacher: Mrs Lucy Anderton



09 February 2018

Dear Parents/Carers,

I am writing to make you aware 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 absent from 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 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 01676 522488 and leave a message on the absence line or email the school on office@meriden.solihull.sch.uk to report their absence. Please do this before 9am on the first day of the absence and on any subsequent day of illness.

If we have not heard from you by 9.15am 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 are still unable to ascertain where your child is then we will make a home visit. However if we still haven't been able to get a response then we will report it to the police and Children's Services as your child will then be classed a 'missing child' and a welfare visit will take place.

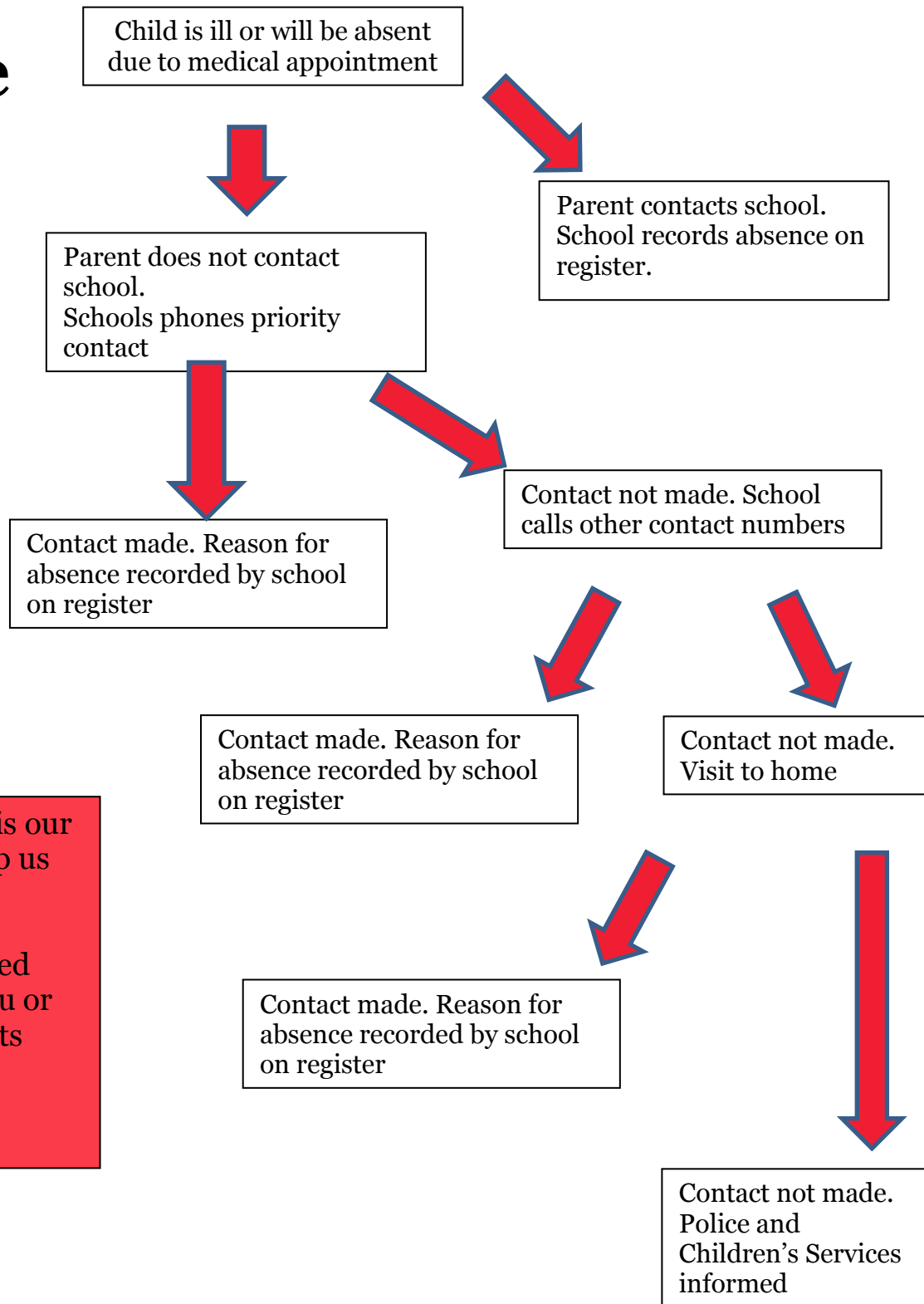
This procedure (shown overleaf as a flow chart) is to ensure that we know where your child is and that you are all safe. Please let us know in good time why your child is absent from school. If you would like to talk to me about this, please make an appointment.

Yours sincerely

Lucy Anderton
Headteacher



Absence Contact Flow Chart



Your child's safety is our priority. Please help us to keep them safe. Make sure phone numbers are updated with the office if you or your named contacts change them.

