



Ark Little Ridge Primary Academy

5th March 2018

Dear Parents and Carers

Unexplained absences

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, your child's safety is paramount to us all.

If your child is not going to be in school, please call the office on 01424 752266 or email the school on info@arklittleridgeprimary.org to report their absence. Please do this before 9 am on the first day of the absence.

If we have not heard from you by 9 am, we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. Please therefore ensure the school office has **MORE** than **ONE** contact for your child. If we still have not been able 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, we will report it to the police as your child will then be classed a 'missing child'.

This procedure is to ensure that we know where your child is and that they are safe; **please let us know by 9 am on the morning of absence why your child is absent from school.** If you have any queries reading this procedure please do not hesitate to contact me.

Yours sincerely

Mark Rankin
Head of School

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