



St. Stephen's C of E First School

Mabey Avenue

Redditch

B98 8HW

Tel: 01527 63911

Email: office@ststephensfirst.worcs.sch.uk

Principal: Mrs Sarah Callanan (BEd Hons)

Dear Parents/Carers,

Reporting a child's absence from school

I would like to take this opportunity, to remind everyone of the importance of school attendance and punctuality.

It is our school policy that parents/carers, telephone us on the first day of their child's absence before 9.00am. If we have not heard by 9.30am the school office will try to contact parents/carers and will leave a message on the contact number provided by you, requesting a return call. We will also try the other numbers you have given as contacts in the order of their priority.

When this procedure has been followed but the office was unable to contact parents/carers the absence will be marked as unauthorised. If we have not heard from anyone by 10.00am we will organise a Welfare Check Visit the same day to ensure the welfare of the pupil and family. If we are still unable to make contact upon visiting, this will escalate the procedures as your child will be classed as missing until we know that they are safe and well. This may mean we have to request police and/or social care to visit if no contact can be made to carry out a safe and well check too.

It is therefore imperative that we know where your child is on their first day of absence from school.

It is also vitally important, that if you have booked a holiday or extended leave and do not return to school on the date agreed then this would trigger concerns. (Please refrain from booking holidays during term time, as we cannot authorise them and it damages your child's education.)

Persistent unauthorised absence will lead to the Educational Welfare Officer being notified.

We would expect you to call the school daily to let us know if your child is still not well enough to come to school.

Children can arrive at 8.15am – 8.35am if they are attending our free breakfast club or 8.40am if they are going straight to class. It is important that they do not miss out on this important time of day as phonics starts at 9.00am.

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise the opportunities available to them.

Finally, now that we are using the Aspens/Select online system to order school lunches, if your child is going to be absent you also need to cancel their lunch before 9.00am on any day they are absent. This can be done easily in the same way you order lunches.

Yours Sincerely,

Sarah Callanan

Principal