



6th July 2017

OUR LADY'S CATHOLIC PRIMARY SCHOOL

Chanters Hill Barnstaple Devon EX32 8DN
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Principal: Robert Meech

Dear Parents & Carers

In the light of a recent serious case review, where a child was missing from school for a significant amount of time with tragic consequences, the school has reviewed its procedures for unauthorised absence and will now follow the procedures below.

Procedures for missing in education:

1. Parents/carers alert school of absence – these are logged by the school admin team.
2. Teachers complete registers.
3. The Admin team check absent children on the register against the reported absence sheet to determine children who have not been accounted for.
4. The Admin team will ring parents and/or other nominated contacts – if we can't get through we will leave a message for parents to ring the school by 10 o'clock to explain their child's absence.
5. The school will assess each individual case and if necessary arrange for somebody to attend the house to see if the child can be located.
6. We will make a record of any such visit and determine if any further action is required.
7. If we can still not make contact to ascertain as to why the child is absent we will ring the PSCO or escalate to the police.

It is your responsibility to let the school know if your child is going to be absent.

Please ring the school from 8am on **01271 345164**. This needs to be done every day of the absence. Equally it is your responsibility to make sure the contact details we have are up-to-date.

The safety of our children and their families is of paramount importance to us.

Thank you for your co-operation in this matter.

Mr Meech

Principal

