

# Royal Cross Primary School

Lancashire's school for deaf children

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Dear Parent / Carer

## Contacting school when your child is absent from school:

I would like to thank all those parents who follow school's procedures when their child is absent from school. Most parents are now following this procedure. This is greatly appreciated and ensures that school has no need to contact parents who may be busy looking after their child or at work.

## Absence Procedures at Royal Cross:

This is a good opportunity to remind all parents/carers of the procedures to follow: -

### *\*If your child is absent from school:*

- You must contact the school office on the first day of absence by 9:30 am by phone or text with a reason for absence.

### *\*If your child is absent, we will:*

- Telephone or text you by 9:30 on the first day of absence if we have not heard from you.
- If contact cannot be made, school will try to contact emergency contacts provided by parents/carers.

By following this procedure, you are helping school to register all absences in case of any emergencies (fire, lockdown) and to plan for any dinner changes before 9:30 in the morning.

At times families like to send messages with the taxi escort but I'm afraid this isn't enough as sometimes escorts forget. This responsibility lies with the parents/carers.

## School's Legal Responsibility:

The register is a legal document, the Headteacher has responsibility to ensure that it is completed accurately, in accordance with legislation and to follow up any unexplained absences (safeguarding) immediately.

- By law schools must keep an up to date register of pupils including absences and reasons for absences.
- For each pupil, the register must be marked as present or absent. If a pupil is absent, the register must say whether the absence has been authorised by the school.
- Where no explanation for absence is provided, the absence will be recorded as 'unauthorised' and must be addressed with parents promptly. *\*At Royal Cross we prefer to contact parents/carers directly to avoid any misunderstanding around any unexplained absences.*

## Parental/Carer Responsibility:

Parents/carers are respectfully asked to support school by: -

- Ensuring children attend school regularly and punctually.
- Contacting school office on 1<sup>st</sup> day of absence by 9:30, by phone or text - with a reason for the absence.
- Avoiding holidays in term time wherever possible and apply in advance in writing.

The full absence policy is available on the school website and a copy can be requested from the office.

Thank you for your support in this.

Yours Sincerely



Headteacher

Dated: 1<sup>st</sup> April 2019