



Curwen Primary School

Together Everyone Achieves More

Atlas Road London E13 0AG
Executive Head Teacher: Mr Paul Harris
Head of School: Mrs Kate Mansfield

Tel: 020 8472 0290 Fax: 020 8503 5183
Email: info@curwen.ttlt.academy

Dear Parent or Carer,

I am writing to make you aware of the school procedure for children who have unexplained absences from school, which follows guidance we have been given by the police and Children’s Services.

There have been public cases in the past where schools have not chased up the reasons as to why children are off of 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 020 8472 0290 to report their absence. Please do this before 9:00am on the first day of the absence.

Please ensure that you have provided the school with at least 4 contact numbers, including work numbers if relevant, **and that you update these whenever they change**. This will give us the best possible chance to contact someone. If we have not heard from you by 9:30am 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 still have not been able to ascertain where your child is then **we will make a home visit**. If at this point we still aren’t able to get a response, then we will report it to the police and your child will then be classed a ‘missing child’. This is likely to result in the police visiting your home to ensure that all is well.

This procedure is to ensure that we know where your child is and that you are all safe. Please let a member of the office staff know in good time why your child is absent from school. Additionally, if you go on holiday during term time **you must inform us in advance** to ensure school staff and police do not conduct a home visit. If you would like to talk to anyone about this, please make an appointment to see a member of school staff.

Thank you for your ongoing support.

Yours truly,

Mrs Mansfield and Ms Welch
Head of School Attendance Lead

