



Ark Evelyn Grace Academy

20th February 2018

Dear Parents,

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

If your child is not going to be in school, please call our attendance manager on **0207 737 9539** or email the school on dawn.foster@evelyngraceacademy.org to report their absence. Please do this before 8.25 on the first day of the absence.

If we have not heard from you by 9.00 a.m. then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. We will also send a text message requesting an explanation for your child's absence. 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 then 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 your child and yourself are safe. Please let us know in good time why your child is absent from school. All appointments should be made out of school hours eg after 3.30pm or within the Academy holidays. The Academy will not authorise holiday unless there is an extreme circumstance and a request has been made prior to departure date.

If you would like to talk to me about this, please make an appointment to see me.

Yours sincerely,

Tim Dainty
Principal
Ark Evelyn Grace Academy

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