



EARDISLEY C. E. PRIMARY SCHOOL

HEADTEACHER: BRIDGET KNIGHT (M.A.)

Eardisley, Hereford, HR3 6NS

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09 March 2018

Dear Parents and Carers,

I am writing to make you aware of the school safeguarding procedures for children who we expect to be in school but have not arrived and no explanation has been given.

There have been public cases recently where schools have not chased up the reasons as to why children are off 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 01544 327262 or email the school on admin@eardisley.hereford.sch.uk to report their absence. Please do this before 9.45 am on the first day of the absence.

If we have not heard from you by 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 we still haven't been able to get a response we will contact the police as your child will then be classed a 'missing child' and safeguarding procedures will be put in place.

This procedure is to ensure that we know where your child is and that you are all safe. **Please let us know in good time why your child is absent from school.** Please do not hesitate to contact us if you wish to discuss this further.

Yours sincerely,

Bridget Knight

