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Antingham & Southrepps Primary School and
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Southrepps
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NR11 8UG



Monday 21st September

Dear Parents and Carers

Sickness/Absence Procedures

We have reviewed our absence procedures to ensure that we are doing everything we can to promote our pupils' safety and wellbeing. As you know, if your child is absent from school, we need you to contact our office us by phone, on Arbor or by email (office@antinghamouthrepps.org.uk) before the start of the school day (8.50am).

We also need you to make contact again **each day that your child is absent**, until they get back to school. This again needs to be by phone, on Arbor or on email before the start of the school day. We need you to be specific about the reason for absence, **detailing symptoms if your child is unwell**.

If we do not hear from you before the start of the school day, we will follow the procedures below until we know your child is safe, escalating to the next step if we have no response from you and we are concerned about your wellbeing:

- 1 Call home and/or mobile numbers and speak with you, or leave a message for you to call back immediately.
- 2 Email you to ask you to contact us immediately.
- 3 Call all the other contacts on our database for your child.
- 4 Visit your home to check if you and your child are ok.
- 5 Call the police to inform them we cannot get hold of you and your house seems empty.

Please remember that if your child needs time away from school for any reason other than illness or medical appointments, we need you to fill in the Leave of Absence request form and leave it with our office team.

Kind regards,

Catherine Ogle

Executive Headteacher.
cogle@synergymat.co.uk

