



Acting Head Teacher:
Paul Vine

Dear Parent/Carer,

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 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.

BBC News last week featured the tragic story of teacher, Helen Daykin. In October 2016, Helen was working away from home when her husband, Chris, died suddenly whilst looking after their young children. After his sudden death from heart failure in the house, Helen's little girls, four and two, spent almost 24 hours with the body of their father. The older girl had recently started school, and when she didn't arrive, the school rang their father, to no avail. Tragically, they didn't then follow up with a call to the girls' mother, 200 miles away in London. The alarm wasn't raised until tea-time when Chris' mother visited the home. Helen is telling her heart breaking story to raise awareness of the importance of first-day calls, and in maintaining an up to date record of two or three phone numbers which schools should phone when children do not attend

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 284 7848 option 1 (please leave a message if no one is available to take your call) or via the school app to report their absence. Please do this before 9:30am on the first day of absence.

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. 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 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 could you fill in the attached form with up to date contact numbers as we understand number can change on a regular basis.

Yours Faithfully

J.Stocks
Attendance Mentor



INCLUSION
CHARTER MARK



LEAMINGTON Community Primary School

Leamington Road, Liverpool L11 7BT

T: 0151 284 7848

F: 0151 284 7849

E: office@leamington.liverpool.sch.uk

@LeamingtonPri

f LeamingtonPrimary

LEAMINGTON C. P. SCHOOL

"TOGETHER WE MAKE A DIFFERENCE"



Acting Head Teacher:
Paul Vine

Dear Parents/Carers,

Each year we ask you to update your child's records to ensure phone numbers are up to date. Please list at least 4 numbers that we will be able to contact in case of an emergency.

Child's Surname:	Christian Name:	Date of Birth:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address:

Street	<input type="text"/>
Area	<input type="text"/>
Town	<input type="text"/>
Postcode	<input type="text"/> <small>Important – Please complete</small>

Telephone

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Parent/Guardian:

Name of Mother	Name of Father	Name of Guardian
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	Mobile	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Number	Work Number	Work Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Place	Place	Place
<input type="text"/>	<input type="text"/>	<input type="text"/>

Emergency Contact: (If parent/Guardian not available)

Name:	Relationship:	Address:	Telephone Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>
<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>



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