



Penn Wood Primary and Nursery School

Penn Road, Slough Berkshire, SL2 1PH

Telephone: 01753 521811

Email: enquiries@pennwood.slough.sch.uk



6th February 2018

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.

We will do everything we can at Penn Wood School 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 01753 521811 or email the school on enquiries@pennwood.slough.sch.uk to report their absence. Please do this before **8.50am** on the **first day** of their absence.

If we have not heard from you by **9.30am** then we will start to call the contact numbers that you have provided in order to gain an explanation for the absence. Please can you inform the school if any of your numbers have been changed, as it is vital that we can get hold of a parent. If we still have not been able to ascertain where your child is then we will make a home visit. However if we still have not been able to get a response then we may report it to the police as your child will then be classed as a 'missing child' and they will do welfare checks.

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, to avoid it having to be escalated. If you would like to talk about it further, please contact Mrs Wallace or Ms May or make an appointment to see us.

Thank you for your continued support in achieving the best for your children.

Yours sincerely,

Mrs Jo Shears
Acting Head teacher

Headteacher: Mrs J. Girle
Deputy Head: Mrs J. Shears
Deputy Head: Mrs E. Mann

