



LONDON WELSH SCHOOL
YSGOL GYMRAEG LLUNDAIN

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20.02.18

Unexplained Absences

Dear Parents/Carers,

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 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 020 8575 0237 and email the school on info@ysgolgybraegllundain.co.uk to report their absence. Please do this before 9.00am on the first day of the absence.

If we have not heard from you by 9.30am then we will start to call all three of the contact numbers that you have provided to gain an explanation for the absence. If the school can obtain no information about your child or family on Day One we will follow the Safeguarding Guidelines for all schools, as there maybe reason to believe that the child is at risk of harm. The LA children's social care, the LA education welfare service and/or LA nominated child protection person will be informed and in the final instance, reporting to the Police will be considered 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. If you have any queries about the content of this letter, please do not hesitate in contacting the school to make an appointment to see me.

Thank you for your co-operation.

Yours sincerely,

Miss Sioned Jones
Acting Lead Teacher