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Dear Parents

I have copied the 'First Day Contact Procedure' below as a reminder and for any families new to the school.

As you can see, if school has not been told why a child is absent and cannot make contact with anyone from the emergency contact list by 9.45am, then a decision will be made to **either send two members of staff to the child's address, or to telephone the police and report the child as missing.**

If your child is going to be absent, please let school know by telephone, email, by coming in, or by asking someone else to let school know. This needs to be done before 8.50am and a reason given. If your child is being looked after by someone else, please make sure that they are also aware of this procedure.

Please let school know if your child is going to be off for more than one day.

Remember that you need to complete a 'Holiday Request' form for any absences which are NOT due to illness or medical treatment.

Please make sure school always has up to date contact information. If you (or anyone on your contact list) change your mobile number or email address, please let us know immediately. We now insist that we have AT LEAST 3 contacts for ALL pupils.

Thank you for your support in keeping children safe.

PLEASE SEE THE PROCEDURES ON THE NEXT PAGE:

Yours sincerely

Nick Hepburn-Fish
Headteacher

Hensingham Primary School

Tuesday, 18 September 2018

First Day Contact Procedure.

Where a child is absent from school and we have not received any verbal or written communication from the parent/carer we will initiate **a first day contact procedure.**

The school office staff will check ScholarPack registers from 9.05am to 9.30am on a daily basis to identify those pupils who are absent.

If no contact has been made to inform the school of the reason for an absence, then office staff will ring the primary contact number on record. If there is no response, then a text will be sent to the primary number asking for the parent/carer to contact school immediately to explain the absence.

Office staff will continue to go through the emergency contact list in order to get the support of other family members in contacting the parent/carer. **All of our pupils have at least 3 contacts on their file.**

If no contact has been made by 9.45am, the office staff will inform the Headteacher or the Deputy Headteacher. They will make a decision to either attempt to contact the family by sending two members of staff to the home, or to contact the police via 101 and register the child as missing.

No child will be unaccounted for during the school day.