



Wellow
Primary School

Romsey Road, Wellow
Romsey, Hants
SO51 6BG

Executive Headteacher : Mrs Jo Cottrell
Head of School: Mrs Bethan Larcombe
Business Manager: Mrs Linda Bate

Tel: 01794 322201 Fax: 01794 323819

Email: adminoffice@wellow.hants.sch.uk

20th February 2018

Dear Parents

I am writing to make you aware of the school procedures 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 absent from school. It has then later 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 01794 322201 or email the school at adminoffice@wellow.hants.sch.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 we will then start to phone 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 we may make a home visit. However, if we still haven't been able to get a response, we will report it to the police as your child will be classed a 'missing child'.

This safeguarding 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.

Yours sincerely

Bethan Larcombe
Head of School