



Bawdeswell Primary School  
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10<sup>th</sup> October 2023

Dear Parents and Carers

### **New Sickness/Absence Procedures**

We have reviewed our absence procedures to ensure that we are doing everything we can to promote our pupils' safety and wellbeing. As you know, if your child is absent from school, we need you to contact our office us by phone or email ([office@bawdeswellprimary.org.uk](mailto:office@bawdeswellprimary.org.uk)) before the start of the school day (8.50am).

As of now, we will also need you to make contact again **each day that your child is absent**, until they get back to school. This again needs to be by phone or email before the start of the school day. We will need you to be specific about the reason for absence, detailing symptoms if your child is unwell.

If we do not hear from you before the start of the school day, we will follow the procedures below until we know your child is safe, escalating to the next step if we have no response from you:

- 1 Call home and/or mobile numbers and speak with you, or leave a message for you to call back immediately.
- 2 Text your mobile phone, and the mobiles of the other contacts we have listed on our database for your child, asking for a response.
- 3 Call the other contacts on our database for your child.
- 4 Visit your home to check if you are ok.
- 5 Call the police to inform them we cannot get hold of you and your house seems empty.

Please remember that if your child needs time away from school for any reason other than illness or medical appointments, we need you to fill in the Leave of Absence request form and leave it with our office team.

Kind regards,

*Catherine Ogle*

Executive Headteacher.  
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