



NEWTON WESTPARK PRIMARY SCHOOL

Tennyson Avenue, Leigh, Lancashire, WN7 5JY

Telephone: 01942 606834 Fax: 01942 604787

Email: enquiries@admin.newtonwestpark.wigan.sch.uk

Website: www.newtonwestpark.co.uk

Headteacher: Miss V. Birchall, BA (Hons), NPQH

8th January 2018

Dear Parent/Carer.

Safeguarding-Unexplained Absences

I am writing to make you aware of the changes in our school procedure for children who have unexplained absences from school.

This is because there have been public cases as recently as 2016 where schools have not chased up the reasons as to why children are absent from school, and this has ended in tragedy. For example, a single parent has died in their sleep and the children have been unable or unsure of what to do and this has only been discovered by neighbours two weeks later.

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. This is why we need **more than one** contact number and **ALL** numbers to be up to date and working.

If your child is not going to be in school please call the office on 01942 606834 or email the school on enquiries@admin.newtonwestpark.wigan.sch.uk to report their absence. Please do this before 8.30am on the first day of the absence.

If we have not heard from you by 9.30am then we will start to call all the contact numbers that you have provided school with. If we still have not been able to ascertain where your child is then we will **make a home visit on Day 2** of your child's absence.

However, if we still haven't been able to get a response then we will report it to the police, for a welfare check, as your child will then be classed as a **'Missing Child'**.

This procedure is to ensure that we know where your child is and that you are **all** safe, as we do have a duty of care.

Please let us know in good time why your child is absent from school. If you would like to talk to me about this please contact the school office to see me.

Yours sincerely

Miss V Birchall
Headteacher



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