



Woodhouse Primary Academy
Woodhouse Road
Quinton
Birmingham
West Midlands
B32 2DL

Head Teacher: Oliver Wilson

Tel: (0121) 464 1769

Monday 13th January 2025

RE: Notifying school of child absence

Dear Parents/Carers,

I am writing to you to inform you of our updated procedures regarding non-attendance in school and to reinforce the importance of contacting us to explain absence either via MCAS, email or by phone. **This should be done each day before 9am and is the responsibility of parents/carers to inform the academy.** Currently, this does not always happen - hence the need for this procedure.

It is important that you read this and understand when and why we may do a home visit.

Here's what we will do if you do not inform us of reasons for absence:

Please note also that if we have existing concerns or are worried, home visits will be done immediately. This will be done at the discretion of the academy safeguarding team.

1. **Contact attempts:** We will try to contact you using the phone numbers and email addresses we have on file. If we cannot reach you, we will also try to contact other emergency contacts you have provided.
2. **Checking with siblings:** If your child has siblings in other schools or nurseries, we will reach out to those schools to see if they have any information about your child/family.
3. **Involving Other Agencies:** If your child has been in contact with other professionals, such as a school nurse or doctor, we may reach out to them to see if they have any updates or concerns.
4. If contact is made and we know the whereabouts of the child and no more concerns, there may be no further action. However, a home visit may still be carried out if the safeguarding team believes it is necessary.
5. **Home Visit on third day:** If we still cannot reach you after our attempts, we will conduct a home visit on the third day to check on your child. If we are unable to make contact during the visit, we will leave a letter at your home asking you to get in touch with us immediately.
6. **Day 4:** attempt home visit at different time of day.
7. **Further Actions:** If we still do not hear from you after two home visits, we will refer to the police and request a safe and well check to ensure your child's safety.



Throughout this process, we will continue to keep you updated and monitor your child's attendance. Remember that your child's up to date attendance percentage is available for you to see on MCAS.

Your child's safety is our top priority, and we want to ensure they are safe and well.

Please contact us if you have any questions or if there is anything we can do to support you or your child with. Thank you for your understanding.

Yours sincerely,



Mr O Wilson
Head Teacher
Woodhouse Primary Academy

