



## ST JOSEPH'S ROMAN CATHOLIC PRIMARY SCHOOL

Goodson Road Willesden London NW10 9LS  
Telephone 020 8965 5651 Fax 020 8961 9022  
E-mail: [admin@stjo.brent.sch.uk](mailto:admin@stjo.brent.sch.uk)

Headmistress: Mrs D Titus

Dear Parents and Guardians

Tuesday 06 February 2018

### Pupil Absence Reporting

I am writing to remind all parents and guardians about the long-standing school procedures for children who have unexplained absences from school.

There has 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 transpired in some cases that there has 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 **020 8965 5651** or email the school at **[admin@stjo.brent.sch.uk](mailto:admin@stjo.brent.sch.uk)** to report the absence. Please do this before 9.00am on **every day** of absence.

If we have not heard from you, then we will start to call 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 then we will consider a home visit. However, if we still haven't been able to get a response then we will report this to Brent's Children Missing in Education Team and we may also contact the police as your child will then be classed a 'missing child'.

This procedure is to ensure that we know where your child is and that you are all safe. So please let us know in good time why your child is absent from school.

If you would like to talk to me about any aspect of pupil attendance or absence reporting please make an appointment to see me. In the meantime, please ensure that we have up to date contact numbers for anyone we will be able to call if there is any concern about your child.

Yours sincerely

**Mrs B Studd**  
Education Support Manager

