



Moorlands Church of England Primary Academy

Headteacher: Mr Kevin Lee

Moorland Way, Belton, Great Yarmouth, NR31 9PA Tel: 01493 780007
Email: office@moorlands.norfolk.sch.uk Web: www.moorlands.dneat.org



Diocese of Norwich
Education and
Academies Trust

12th September 2018

Dear Parent/Carer

IMPORTANT INFORMATION RE ABSENCE

I am writing to make you aware of the school procedure 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 off of school. It has then 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 **01493 780007**, email the school on pastoral@moorlands.norfolk.sch.uk or via the school app to report their absences. Please do this before 9.00am on the 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 in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is by 11.00am then we will make a home visit. However if we still haven't been able to get a response then we will report it to 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. Please let us know in good time why your child is absent from school.

Yours sincerely

Mr K Lee
Head Teacher



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