



Are you sure your
child is at
school today?

Helping to keep our children safe.
Reporting Pupil Absence.

A Guide for Parents.



EDUCATION RESOURCES

**Policy
Link**

Care & Welfare

How can you help?

If your child is unable to attend school for any reason you should let the school know.

Notify the school first thing in the morning when your child is going to be absent.

Let the school know the likely date of return and keep them informed if the date changes.

Important

The school must be kept fully informed of any change to the following:

- home telephone number
- mobile number
- emergency contact details

What the school will do?

Where no notification of absence has been received the school will make all reasonable attempts to contact:

- parent/carer
- emergency contact

Are you sure your child is

Where the school has been unable to make contact the Head Teacher will send a letter to the parent/carer asking them to get in touch.

In certain circumstances the school may seek advice from other agencies.

Working in partnership

Parents/Carers and the School

The safety and well being of our children is everyone's prime concern. By working together and sharing information we can minimise risk and keep our children safe.

Further advice

If you wish to discuss any issues related to attendance at school please contact the Head Teacher of your child's school.

at school today?

This document may be made available on request in large print, in braille, on tape or in another language. For further information please contact lorraine.bell@southlanarkshire.gov.uk or Telephone 01698 454473

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