



Absence from School Reporting and Welfare Calls 2026

Adopted by the Local Governing Bodies of
New Road Primary and Nursery School and
Park Lane Primary and Nursery School
on 30th June and 7th July 2026

Policy reference:

This policy is to be reviewed:

Annually

The next review date is:

May 2027

Review is the responsibility of:

The Local Governing Bodies of New
Road Primary and Nursery School and
Park Lane Primary and Nursery School

Review History

Review ratified:

7th May 2024 (Park Lane Primary and
Nursery School) 14th May 2024 (New
Road Primary and Nursery School)

Review ratified:

29th April 2025 (New Road Primary and
Nursery School) 6th May 2025 (Park
Lane Primary and Nursery School)

Review ratified:

30th June 2026 (New Road) and 7th July
2026 (Park Lane)

Authorised by: The Local
Governing Bodies

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Absence from School

If your child is absent for any reason, please telephone us before 9am on the day of the absence. Absence messages may be left on the school answer phone. When leaving a message, please tell us:

Your child's name, the name of your child's teacher, who you are/ your relationship to the child, the reason for the absence and when you expect your child to return to school.

Attendance regulations state that reasons for all absences must be notified to school. We also operate first day calling, and if you do not inform us of your child's absence by 9.30am, then we will contact you to request a reason for safeguarding purposes.

We have a duty of care to all of our children, and if there is no reason given on the day before 9.30 am and you do not respond to our first day calling or school comms (notification sent to parent), we will, as part of our duty of care, do all that we can to ensure that the child and family are safe. This may mean that we make a welfare call to the police who would attend the family home or that staff may make a visit to the family home. We will also contact emergency contacts to see if they can ascertain where a pupil is if required. We need to ensure our children are all safe and accounted for as if they do not attend and we have had no reason, anything could have happened, especially as some of our children walk to school alone in upper KS2 and a parent may believe them to be safely at school and they are not.

The answer phone is on when the school is closed, so you can leave a message at any time. To save any unnecessary worry, please do phone before 9am and leave a message.

We will consider each reason given and then make a decision about whether to authorise the absence or not.

If you know your child will be absent or late, for example because of a medical or dental appointment, please let us know in advance, either by telephoning the office or sending in a letter. Please also note that a medical or dental appointment does not always need a full day or half day's absence. We expect children to be in school before and after medical appointments, however short that time may be

Please note also that children arriving at school 5 minutes after the start time are classed as being late and marked as such. Those arriving 30 minutes after their start time are classed as having an unauthorised absence for the entire morning, with the exception of those children who arrive late due to medical appointments.

Please make every effort to ensure that your child arrives on time each day as arriving late means that children miss the start of the lessons and this affects their learning. Those arriving late regularly will be referred to the Attendance Lead.