



# St. Jérôme Church of England Bilingual Primary School

Executive Headteacher: Revd. Daniel Norris MBA NPQH  
Head of School: Mrs. Elizabeth Walton BA (Hons) PGCE  
120 – 138 Station Road Harrow Middlesex HA1 2DJ  
[www.stjeromebilingual.org](http://www.stjeromebilingual.org)  
Tel: 020 3019 6363 e-mail: [office@stjeromebilingual.org](mailto:office@stjeromebilingual.org)



5<sup>th</sup> March 2018

Dear Parent/Carer,

## **Very Important - Reporting absences from school**

I am writing to reaffirm the school procedures for children who have unexplained absences from school.

Recently, there have been public cases where schools have not followed up the reason why children are absent from school. It has then transpired that there have been tragic circumstances around these absences, e.g. a responsible adult becoming unwell and a child unable to seek help.

We will do everything we can to prevent such situations occurring as your child's safety is paramount to us all. If your child is unable to attend school, please call the office on 020 3019 6363 or email the school at [office@stjeromebilingual.org](mailto:office@stjeromebilingual.org) to report the reason for absence. Please do this before 9.15 am on the first day of absence.

If we have not heard from you by 9.30 am, we will call all the contact numbers that you have provided in order to establish an explanation for the absence. If we still have not been able to ascertain the reason, we will then make a home visit. Following this action, if we still haven't been able to contact you, we will report the matter to the authorities e.g. local authority and police, as your child will then be classified as 'missing in education'.

This is an established procedure across the education sector designed to ensure that we know your child is safe. The school has a duty of care towards each and every member of our community and I know we can rely on your support and commitment to ensure we fulfil this duty. However, if you would like to talk to me further about this matter, please make an appointment to see me.

Please always let us know in good time if your child is absent from school and that your contact details are up to date.

Yours sincerely,

*EJ Walton*

Mrs E Walton  
**Head of School**

St. Jérôme Church of England Bilingual Primary School Ltd. A company limited by guarantee.

Registration number: 09010445 (England & Wales)

Registered office: London Diocesan Board for Schools, 36 Causton Street, London SW1P 4AU