



Aire View Site

Elliott Street, Silsden, Keighley,
West Yorkshire BD20 0AW
T: 01535 653 290

Hothfield Site

Hothfield Street, Silsden, Keighley,
West Yorkshire BD20 0BB
T: 01535 210 666



7th February 2018

Unexplained absences procedures

Dear Parents/Carers

We are writing to remind you of the school procedure for children who have unexplained absences from school.

There have been many public cases in the past where schools have not chased up the reasons as to why children are off 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 communicate for help.

As a school we will do everything we can to prevent such situations occurring as we are sure you will 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 01535 653290 (Aire View site) or 01535 210666 (Hothfield site) to report their absence. If possible, please do this by 9.00am.

If we have not heard from you by 9.30am a text message reminder will be sent to you. If we still do not receive a response, then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. For this reason, it is important that you ensure all contact details are kept up to date and any changes are registered with the office. If we still have been unable to ascertain where your child is then we will make a home visit or if we are concerned we may request a police welfare check to be carried out at your home address.

This procedure is to ensure that we know where your child is and that you are all safe. Please let us know as soon as possible as to why your child is absent from school.

If you would like to discuss your child's attendance, please call the school office to make an appointment.

Yours truly

Mrs Bottomley & Mr Procter
Co-Head teachers