



Talbot First School
Church Lane,
Kingstone,
Uttoxeter,
Staffordshire,
ST14 8QJ

The Woodlands Federation

Headteacher: Mr. Richard Kitching

Chair of Governors: Mrs Amy Cox



St Peter's CE (VC)
The Square,
Marchington ,
Staffordshire,
ST14 8LH
01283 820252

Dear Parent/Carer

I am writing to make you aware of the school procedure for children who have unexplained absences from school.

Just to make you aware that there have been 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, eg. illness of a parent and a child not able 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 01889500273 to report their absence.

If we have not heard from you by 9.10am, 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 then we may 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 as a 'missing child'.

This 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.

W.J. Farrington