



ST. JOSEPH'S
CATHOLIC PRIMARY SCHOOL

Crossfields Street, Deptford, London, SE8 3PH

T: 0208 692 4836 F: 0208 694 6421 W: www.stjps.lewisham.sch.uk E: admin@stjps.lewisham.sch.uk

Headteacher: Patricia Chantrey

6th September 2017

Dear Parents and Carers,

Attendance and Late Collection NEW Policies

Please ensure you read this letter carefully as it contains important information. We want to make you aware of the new Protocols regarding Attendance and Late Collection.

Unplanned Absence

- You must, **under all circumstances, contact us** to inform us of your child/children's reason for absence
- If a child is unable to attend school due to illness, parents are requested to telephone the school on **02086924836** before 09.00am **on each day of absence**
- The telephone call must then be followed by a **written letter, explaining reasons** for the absence

Protocol for Unplanned Absence where NO CONTACT from parent/carer has been made:

- If your child is absent from school and if you **DO NOT** contact us, this will be considered a Safeguarding Concern and we will follow these procedures:
 1. Contact **all Emergency contacts** that you have provided to us to try and establish if the child and family are safe
 2. If we are unable to establish or gain contact through Emergency Contacts, we will then continue to try and gain contact with you
 3. If by **midday on the 3rd day of Absence**, we have had **NO CONTACT** with you to explain the reason for absence, we will then do a **HOME VISIT** to ensure that you and your child/children are safe and well
 4. If the Home Visit has been carried out and we are still dissatisfied with the safety and welfare of your child/children, we will then **CONTACT THE POLICE** and they will carry out a welfare visit

Planned Absence: NEW PROTOCOL

- Requests for permission for any planned absence, holiday or extended leave other than medical appointments should be made to the Headteacher at **least two weeks** in advance of the absence. Please complete our Absence Request Forms that are available in the school office
- **Please note that our school DOES NOT grant permission for holidays during term time**

Late Collection

The school day **ends at 3.30pm** and the expectation is that all children **are collected at this time.**





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Protocol for Late Collection whereby CONTACT has been made:

- Children will remain with School staff until the parent arrives
- If this occurs on **more than 2 occasions**, school staff will send a letter to parents and a referral may be made to **Children's Social Care** on the grounds of neglect

Protocol for Late Collection whereby NO CONTACT has been made:

- If we **DO NOT** have any contact from you **before 4.30pm**, to explain why you have not yet collected your child, it is our **Statutory Duty of Care** to make a referral to **Children's Social Care, who may then contact the Police**

Thank you for your support and co-operation on this matter.

Yours faithfully,

Miss Doherty
Assistant Headteacher

