



## Attendance Procedures

Dear Parent/Carer

You are probably aware that schools have received updated guidance from local and national authorities regarding monitoring attendance. This guidance was originally issued as a result of high-profile cases where children had been left alone in their homes all day.

Our Attendance policy: daily procedures

- If your child is unwell or unable to attend school for any reason you should report the absence by telephone, email or via our Parent App before 9:00am.
- This must be done every morning of each day of absence unless otherwise agreed.
- If we don't receive an explanation by 9:00am we begin our 'first response' system – by making a phone call or sending parents/carers a text and/or an email.
- If we don't receive a response to this call or text we will begin ringing other contacts on your contacts list.
- If we fail to get a response from any of your contacts a member of staff will visit the family home.
- If we are still unable to make contact with you we are now obliged to contact the police as your child is designated as missing from school.

PLEASE help us by contacting school by 9:00am. This will save valuable office hours and any possible embarrassment for yourselves. The school telephone will be answered by a senior member of staff from 6:45am until 8:00am and by office staff after 8:00am.

Please also keep us informed of any changes to your contact details using our Parent App, email: [office2@hollandmoor.lancs.sch.uk](mailto:office2@hollandmoor.lancs.sch.uk) or phone: 01695 725062.

Thank you for taking the time to read this very important piece of information. We will publish the guidance on our website and alert you of any further changes.