



Our Lady's Bishop Eton Primary School

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Living, Learning and Loving in Jesus

Safeguarding: Reporting Absence

Dear Parents / Carers,

Our Lady's Bishop Eton Safeguarding Team meet weekly to review, evaluate and update policies, procedures and systems in school. This helps to ensure that best practice is always adopted in order to keep children safe.

Many systems work in partnership with parental support and cooperation. One of the successful safeguarding systems in place is parents calling school to report the reason for the absence of their child before 9.00am on the first day of absence. We are extremely grateful to all of the parents who support this by providing school with this information as it allows us to complete the morning registration process.

A review of best practice at OLBE, has highlighted that on occasions, parents do not always ring school to report the reason for the absence of their child. As a result of this, the current system is for the School Office to make a phone call to the parents/carers named on the emergency contact list before 9.15am to ascertain the whereabouts of any pupils who have not arrived in school and whose absence has not been reported.

On some occasions, following numerous attempts to make contact via the emergency numbers provided, school has not always been able to reach the named adults. More often than not, appropriate childcare arrangements have been made by parents and the child is safe- however school is not always provided with this information.

In light of **recent tragic incidences which were exacerbated by the fact that the absence of pupils** has not been reported to the school, the following revised system will help us to ensure that all children are accounted for daily.

ABSENCE PROCEDURES

Monitoring absences is a key part of the school's safeguarding processes. The school:

- Maintains at least 2 emergency contacts for every child
- Contacts parents/ emergency contacts if there is no explanation by 9.15am on the first day of absence
- Records all unsuccessful contact attempts and informs the Safeguarding Lead. At this point a decision is made regarding next steps. This will result in a member of SLT visiting the home address and/or a phone call to the police and/or Careline
- Records the absence as unauthorised if there is no response
- Only authorises absences if parents/ carers provide a valid explanation for the absence

Doctor/dentist appointments are not absences unless the child misses the whole session. A child who has a medical/dental appointment may be credited for the whole session provided s/he attends school at the first opportunity. The situation is the same for a child who leaves after registration for a valid reason such as illness, visits to secondary school, etc. The special circumstances code will be considered for issues such as death in the family, moving house.

We thank you for your continued support and partnership in safeguarding the children at Our Lady's Bishop Eton. If your emergency contact details do need updating, please contact the School Office immediately.

Kind Regards,

OLBE Safeguarding Team

