



Dear Parents/Carers

**Absence – first day notification**

Due to some recent tragic incidents nationally which were widely reported in the press, we need to review our emergency contacts and first-day calling procedures for absences:

- Doors open at 08:45am. School start time 09:00am
- Registers close at 09:30am (12:40pm for Afternoon Nursery)
- Absence calls/messages/texts & emails checked by 09:30am and registers updated
- Ring number 1 priority emergency contact person for absent children where no contact has been made within 30 minutes of school start time. If no response – send text message to number 1 priority contact person
- If no response within 1 hour of school start time – ring down emergency contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted if there has been no response from anyone within the family home, and they can go to the property to check that everything is OK.
- If no response from any emergency contacts on list – send another text message and/or email to number 1 priority contact person and also to the number 2 priority contact person
- Alert the Head Teacher/Designated Safeguarding Lead person that this child is absent and no contact has been made within an hour of school start time
- If no response received within 30 minutes of sending last text message or email - home visit to be made if possible/appropriate by school or other agency involved
- If no response at home visit – contact the police using the 101 number.

**It is therefore very important that we have your most up-to-date contact information.**

Please note that it is your responsibility to let school know if your child is absent. Please let us know by 09:30am if your child will not be attending school. A telephone call - **01946 691865** (please leave an answering machine message if there is no answer or if we are engaged) or a message with a friend or neighbour will do or alternatively you can email school on – [admin@kells-inf.cumbria.sch.uk](mailto:admin@kells-inf.cumbria.sch.uk) or send a text message to the school's text messaging service – **077 862 011069**. Please state your child's name, your name and the reason for absence on any form of message sent.

Please find attached a data collection sheet for your child/ren. Please can you check the information, most importantly the contact information, and make any amendments as necessary. **Please return the amended sheet to school as soon as possible BEFORE THE END OF TERM.** You can place your amended form in the Red Post Box in your child's classroom for security.

**Please inform the School Office of any further changes in the future as soon as possible so that we have the best possible contact information for you.**

Thank you for your help with this very important safeguarding matter.

Mrs C I Taylor  
Head Teacher