



# NORTH KIDLINGTON SCHOOL

Oxfordshire County Council

Benmead Road, Kidlington, Oxon. OX5 2DA

Email: [office.2357@north-kidlington.oxon.sch.uk](mailto:office.2357@north-kidlington.oxon.sch.uk)

*North Kidlington School inspires and develops every individual to enjoy, achieve and succeed*

Gary Kemp-Head Teacher  
Emilie Fidler-Deputy Head Teacher

Tel: 01865 37260

22 February 2018

Dear Parent/Carer

## **Unexplained Absences / First Day of Absence**

We are writing to make you aware of the school's procedure for children who have unexplained absences from school.

You may have heard reports in the news about incidents where schools have not contacted families to ascertain why a child is not in school. It has then transpired that there have been tragic circumstances around these absences, e.g. illness of a parent and a child unable 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 01865 372607; email the school at [office.2357@north-kidlington.oxon.sch.uk](mailto:office.2357@north-kidlington.oxon.sch.uk) or use the ParentMail 'Reporting an Absence' option to report their absence. Please do this before 8:45am on the first day of the absence.

If we have not heard from you by 9:30am, 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 will make a home visit. However if we still haven't been able to get a response we will report it to the police as your child will then be classed a 'missing child'.

This procedure 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.

Kind regards

Gary Kemp  
Head Teacher

Emilie Fidler  
Deputy Head Teacher