



We Make A Difference

**Headteacher**  
*Kam Grewal-Joy*  
**Deputy Headteachers**  
*Steve Bacon*  
*Tamsin Woodward*

**March 2023**

Dear Parent/Carer,

**Re: Process for Reporting Student Absence from School in Year 7 - 11**

It is of course our aim that all students should attend school 100% of the time and many do exactly that. We appreciate that there are unavoidable illnesses and medical appointments that cannot be taken outside of school hours, but it is important to note that these do still count against your child's attendance. I am writing to remind all parents/carers of the process for reporting your child's absence from school, should it be necessary.

It is important that parents/carers notify school on the first day of an unplanned absence by 8:30am at the latest (or sooner if at all possible.)

Parents/carers can contact school on 0114 237 2723 or email [enquires@meadowhead.sheffield.sch.uk](mailto:enquires@meadowhead.sheffield.sch.uk)

We ask that you call or email **each day** that your child remains absent for safeguarding reasons.

If a student we expect to attend school does not attend, or stops attending, the school will:

- Send a text or call on the day of absence if we have not had any contact from you.
- Follow up on an absence with parents/carers to ascertain the reasons. This will be done on a daily basis, usually by telephone.
- If we have been unable to make contact after 2 days, we will conduct a safe and well home visit to ascertain the reason for absence.
- The school has a duty to ensure that appropriate safeguarding action is taken where necessary. This may include asking SY Police to conduct a safe and well visit if we are unable to make contact via the telephone or a home visit.
- A student will be reported as missing to the Local Authority (Children Missing from Education team), if no contact has been made after a period of 10 school days. This may result in the student being removed from the school roll.

If you have any questions about this letter, please contact the attendance team via the phone number or e-mail below.

Yours faithfully

Fozia Shabir  
**Attendance Manager**  
0114 237 2723  
[attendance@meadowhead.sheffield.sch.uk](mailto:attendance@meadowhead.sheffield.sch.uk)