



# Castle View Primary and Nursery School

Mead Way, Halton Brook, Runcorn, Cheshire, WA7 2DZ

Castle View Primary and Nursery School  
Headteacher: Ms H Melarangi

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Dear Parents /Carers

## WHAT TO DO IF YOUR CHILD WILL BE ABSENT FROM SCHOOL

It is part of our school policy that parents/carers let us know the reasons for their child's absence.

If your child is going to be absent from school, you must contact our school office and inform them of the reason for the absence.

The school office is open from 8.30am for you to telephone and speak to a member of staff. Please telephone 01928 563970. Alternatively, you can text on 01928 352 114 or email [SC8762288@schoolcomms.com](mailto:SC8762288@schoolcomms.com) and give your child's full name, class, and the reason for their absence. To ensure we can follow our safeguarding procedures effectively, and to reduce administration time, we ask that you report your child's absence by 9.30am at the latest.

For safeguarding reasons, we follow a set procedure when recording any child's absence.

If your child is absent and you have not telephoned us, we will follow the procedure below:

1. We will attempt to phone you directly.
2. We will attempt to phone alternative contacts that you have provided. (Please provide the school with at least 2 alternative contacts).
3. If we still do not have a reason for your child's absence, we **may** make a home visit.
4. If a home visit is made and there is no response, we **may, if there are reasons for concern**, make the decision to inform the police.

Please let us know if there are any reasons why we may have difficulty contacting you.

If you change address or telephone number, please let our school office know immediately so that we can keep our records up to date. This will enable us to be able to contact you should an emergency arise.

Yours sincerely

Ms H Melarangi  
Headteacher

