



Smithdon High School
Mrs A Gibbins
Headteacher
Downs Road, Hunstanton
Norfolk PE36 5HY
Telephone: 01485 534541
e-mail: office@smithdonhigh.org.uk
website: www.smithdonhigh.org.uk

Ref: AGi/VCu/LT

9 January 2023

Dear parents

Reporting your child's absence – our Safeguarding Responsibilities

We would like to explain that due to our safeguarding responsibilities, we will text, email or call families every day that a child is absent if we have not heard from that family on each day (even if you have pre-warned us that they may not be in the following day).

It is a legal requirement to make contact with a parent daily to ensure that a child is not presumed to be ill when they have, in fact, walked to school and something has happened on the way to prevent them arriving. Should an incident occur, a whole day would pass before anyone would know that a child is missing.

If your child is absent, for any reason, please contact school every day, before 8.30am. Absence can be reported by:

Phone – 01485 536123

Email – attendance@smithdonhigh.org.uk

Text – 07935059774

All schools have annual Safeguarding training and we are committed to ensuring the safety of your children. We do not mean to annoy or upset by texting but it is important to confirm you are aware your child has not arrived at school. Thank you for your support in this.

Yours sincerely

Mrs V Cummings
Attendance Officer

Mrs A Gibbins
Headteacher

