



Shelton Junior School

Reporting an Absence

We kindly ask that **ALL** pupil absences must be reported for **EACH DAY** by a parent/carer and by **9:00am** using one of the following methods:

Telephone: 01332 701212 option 1 (24-hour Absence Line Answerphone)

Email: admin@sheltonj.derby.sch.uk

This allows all details to be correct and up to date and to ensure that your child is not assumed **missing**.

Please note, that if we have not heard from parents regarding an absence that continues into a second day, this poses a safeguarding risk as we cannot account for the safety of a child. We may ask our EWO (Educational Welfare Officer) to do a home visit or take other action.

If a pupil needs to leave school during the day for an appointment etc. a medical appointment card/letter or note should be given to the class teacher or main office, preferably no later than the previous day.

We can only allow a pupil to be taken out of school for an emergency appointment by a named contact that we currently hold on our records. In an emergency where a third party is asked to collect a pupil, we need to be able to verify the identity and authority of this person by contacting you directly. We are not able to simply accept the word of a person not on our records. We advise that arrangements are made in advance by the parent/carer with the school.

We should be able to get in touch with you at any point in the school day, either by your personal phone number or your work number. For this reason, please ensure all contact details and contact numbers are correct and updated regularly.