



January 2025

Pye Green Academy
Rosehill
Hednesford
Staffordshire
WS12 4RT
enquiries@pga.greenheartlearning.org
01543 227175
Headteacher: Mrs S Yates

Dear Parents/Carers,

I am writing to you to inform you of our updated procedures regarding non-attendance in school and to reinforce the importance of contacting us to explain absence either via email (enquiries@pga.greenheartlearning.org) or by phone. **This should be done each day before 9am and is the responsibility of parents/carers.** This does not always happen, hence the need for this procedure. It is important that you read the information below and understand when and why we may carry out a home visit. Your child's safety is our top priority, and we want to ensure they are safe and well.

If we have no contact to inform us of the reasons for absence we will:

1. **Contact attempts:** try to contact you using the phone numbers and email addresses we have on file. If we cannot reach you, we will also try to contact other emergency contacts you have provided.
2. **Checking with siblings:** If your child has siblings in other schools or nurseries, we will reach out to those schools to see if they have any information about your child/family.
3. **Involving Other Agencies:** If your child has been in contact with other professionals, we may reach out to them to see if they have any updates or concerns.
4. If contact is made and we know the whereabouts of the child and have no further concerns, there may be no further action. However, a home visit may still be carried out if the safeguarding team believes it is necessary.
5. **Home Visit on third day:** If we still cannot reach you after our attempts, we will conduct a home visit on the third day to check on your child. If we are unable to make contact during the visit, we will leave a letter at your home asking you to get in touch with us immediately.
6. **Day 4:** attempt home visit at different time of day.
7. **Further Actions:** If we still do not hear from you after two home visits, we will refer to the police and request a safe and well check to ensure your child's safety.

If we have existing concerns or are worried, home visits will be carried out immediately. This will be done at the discretion of our safeguarding team.

Throughout this process, we will continue to keep you updated and monitor your child's attendance. Remember that your child's up to date attendance percentage is available for you to see on MCAS. Please contact us if you have any questions or if there is anything we can do to support you.

Thank you for your understanding.

Yours sincerely,

Mrs Sarah Yates
Headteacher



GREENHEART



Greenheart Learning Partnership, Registered in England & Wales. Company registration No. 08255492
Registered Office: 7 Newlands Court, Attwood Road, Burntwood, Staffordshire WS7 3GF