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# Leonard Stanley C. of E. (Aided) Primary School

Bath Road, Leonard Stanley, Stonehouse, Gloucestershire, GL10 3LY

Telephone: 01453 823265

Email: [admin@leonardstanley.gloucs.sch.uk](mailto:admin@leonardstanley.gloucs.sch.uk)

Website: [www.leonardstanley.gloucs.sch.uk](http://www.leonardstanley.gloucs.sch.uk)

Head Teacher: Andrew Green

Deputy Head Teacher: Andrew Babbage



*Loving and Learning for Life, as  
Jesus taught us.*

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11 December 2018

Dear Parents/Carers

I am writing to remind you all of the importance of reporting your child's absence as early as possible in the morning but by no later than 11.00am if at all possible. You can leave a message on our dedicated Absence Line which is Option 1 as you call our school number. Registers are a legal document and we have a duty of care to each child and will chase all children who are not in school by 9.30am. Our registers close at 9.10 am and if a child is late after this time it is then recorded as an **unauthorised absence** if we do not hear whilst your child is late.

Due to the new Keeping Children Safe in School protocol set out by the GSCB (Gloucestershire Safeguarding Children Board) – is that if the school has not heard why a child is absent from school by 11.00 am then attempts will be made to call all contact numbers listed on the child's Data Collection Sheet (hence the importance of keeping us updated of new telephone numbers). If there is no response to any of the numbers or satisfactory explanation of absence – then the school will attempt to make a home visit. If no response at home then the school will contact Social Care and/or the Police.

We hope you appreciate the importance of reporting your child's absence to us first thing in the morning. **Please do not send verbal messages into school via siblings or friends of your child as this is not acceptable.**

Occasionally we are aware of the absence line cutting off messages (we are not sure why it does this) – please therefore make every effort to keep calling the school to inform us of your child's absence.

We thank you for your co-operation in keeping our children safe at all times.

Regards.

Mr A Babbage  
Acting Head Teacher

