



Happiness
Esteem
Achievement
Responsibility and
Respect
Truth
Spirituality and Service

Hilltop Infant School

Hill Avenue, Wickford, Essex, SS11 8LT
Email: hilltopinf.admin@heartsacademy.uk
Website: <http://hearts-hilltopinf.uk>

Tel: 01268 762531

Head of School: Mr D Chapman



Attendance

If your child is absent from school due to illness you need to follow the absence procedures that can be found in the HEARTS Attendance Policy on our website.

If a child is absent from school the parent/carer must follow the following procedures:

- Contact the school on the first day of absence before 9am. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff. If we do not hear from you we will make a home visit and, if necessary, contact the police or social care.
- Contact the school on every further day of absence, again before 9am
- Ensure that your child returns to school as soon as possible

If your child is absent we will:

- Telephone, text or visit you on the first day of absence if we have not heard from you
- Make a home visit to ascertain the safety of the child if we have concerns for their welfare
- Contact the police at the end of the first day's absence if we do not know of your child's whereabouts
- Write to you if your child's attendance is below 95%
- Invite you in to school to discuss the situation with our pastoral/attendance worker or Head of School if absences persist
- Refer the matter to the Local Authority to request a formal School Attendance Meeting if attendance deteriorates following the above actions The Missing Education and Child Employment Service Parents are expected to contact school at an early stage and to work with the staff in resolving.

If you are unable to access the internet and would like a paper copy please ask at the school office.