

18<sup>th</sup> May 2018

**RE: GDPR and new absence procedures**

Dear Parents/ Carers,

As you may be aware the General Data Protection Regulations (GDPR) come into effect on the 25<sup>th</sup> May 2018 across the EU. The GDPR is a piece of legislation which will determine how people's personal data is processed, stored and the legal rights individuals have about their own data.

As a school (public body) we are required to comply to the GDPR. We already have strict data protection policies and data is kept securely. Please find attached to this letter our privacy notice.

As part of this process we have been reviewing the data we keep on your child to ensure we can keep them safe when in our care. Please complete the attached form so that we can update our records.

There have been public cases in the past where schools have not chased up the reasons as to why children are off of school. It has then transpired that there have been tragic circumstances around these absences, e. g. illness of a parent and a child unable to seek help. In light of a recent tragic event in another London Borough, Southwark have advised us to follow new absence procedures.

It is paramount you inform us of your child's absence as soon as you know they will not be attending nursery. This can be done easily through the ParentMail app.

If we have not heard from you by 10.30am or 2.00pm then we will start to call all the emergency contact numbers that you have provided in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is then we will aim to make a home visit. However, if we still haven't been able to get a response then we will report it to the police as your child will then be classed a 'missing child'. To avoid unnecessary extra work for the staff and the police please make sure you keep us informed regarding your child's attendance.

This procedure is to ensure that we know where your child is and that you are all safe. If you work, please ensure we have your work address and phone number and as many emergency contacts as possible.

We have recently joined ParentMail, this service enables us to text and email you school newsletters and other information and also enables you to pay for school meals and fess. If you have not already done so, please can you register as soon as possible. If you have not received a text or email about parent mail please contact the school office.

I hope you have an enjoyable half term holiday.

Yours sincerely



Rebecca Sherwood  
Executive Headteacher