

Our Ref: JP/JAS

22nd January 2026



Wednesfield Academy
www.wednesfieldacademy.co.uk

Dear Parent/Carer

We are writing to make parents aware of an important aspect of pupil attendance and safeguarding, and we ask for your support in speaking to your child about the seriousness of this letter. I sincerely apologise in advance to the majority of parents whose child arrives at school on time every day, and they as parents always inform Wednesfield when their child is absent. However, we have had a number of incidents where pupils have not arrived at school and parents are not aware of their child's whereabouts, which is why I have felt compelled to take the time to write to parents.

If your child truants from school, whether by remaining at home without parental knowledge or being unsupervised in the local community, this is extremely serious. It places pupils at significant risk and has far-reaching consequences. These situations:

- Divert emergency services and Police resources from genuine emergencies.
- Place additional strain on safeguarding staff.
- Cause significant distress and anxiety to parents and carers.
- Expose pupils to safeguarding risks within the community.

Any pupil found to be truanting, either at home without parental knowledge or in the local area, will face serious consequences in line with the school's Behaviour and Safeguarding Policies. Pupils will risk their place on future trips including discovery week activities and other privileges in school. We have also had a small number of incidents this term for the first time where we have told the parents to report the matter of their child not arriving at school to the Police, but they have failed to do so and not taken any action, which is a further major concern.

If a pupil does not attend school and their whereabouts are unknown to both parents/carers and the school, it is the responsibility of the parents/carers to contact the Police immediately and to provide the school with regular updates until the child is located.

In all such cases, the school will immediately follow our safeguarding procedures. We will keep parents informed if and when the pupil arrives at school, but this does not replace the parent's duty to act when a child is missing.

We also want to be clear that support is available. Any pupil who feels worried about school, anxious about attending, or has concerns that are affecting their attendance must speak to their Head of House immediately. We can and will put appropriate support in place, including access to:

- Our mental health practitioner.
- The school counsellor.
- External agencies where appropriate.

Avoiding school without anyone's knowledge is never the solution. Early communication allows us to safeguard pupils properly and provide the help they need.

We expect all parents and carers to work in partnership with the school to ensure the safety and well-being of every child.

If you have any concerns or would like to discuss this further, please contact your child's Head of House by calling 01902-558222 or email postbox@wednesfieldacademy.co.uk. Thank you for your support with this matter.

Yours faithfully



Mr Phillips
Headteacher

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