



Learning together, growing together

Dorin Park School and Specialist SEN College

2 September 2026

Absence Reporting – Parent/Carer Responsibility Clarification

Dear Parents and Carers,

As we begin a new academic year, all attendance registers and absence statistics are reset, giving every student a fresh start. Throughout the year, the Local Authority Educational Welfare Officer (EWO) visits the school each term to review attendance data, discuss individual cases and provide guidance on attendance matters.

Reporting Your Child's Absence

We would like to remind all parents and carers that it is their responsibility to notify the school if their child is unable to attend. While we appreciate your support with this, there are occasions when no message is received. In these cases, the absence will be recorded as **unauthorised**.

You can report your child's absence by:

- **Telephone:** 01244 470134
- **Email:** parentcomms@dorinpark.cheshire.sch.uk

Please note that absence should be reported **each day** your child is absent, unless it is a long-term absence (for example, recovery from an operation or a significant injury such as a broken arm).

Attendance Thresholds

Attendance is closely monitored throughout the year. Students whose attendance falls below 90%, particularly where there are unauthorised absences, may be discussed by the Senior Leadership Team to determine whether further support or action is required.

Schools are also required to notify the Educational Welfare Officer when a student accumulates 10 or more unauthorised sessions (equivalent to 5 school days) within a 10-week period.

Important Safeguarding Information

Messages from taxi drivers or transport staff

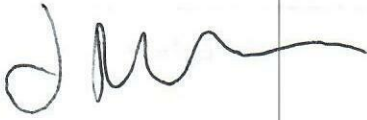
For safeguarding reasons, the school cannot accept absence notifications relayed through taxi drivers or other transport employees. Absences must be reported directly by a parent or carer using the contact methods above.

This policy helps to protect everyone involved and ensures that important attendance information is communicated accurately and reliably.

Headteacher – Sarah Adam

Wealstone Lane, Upton, Chester, CH2 1HD | 01244 470134 | admin@dorinpark.cheshire.sch.uk

Thank you for your continued support in helping us maintain accurate attendance records and ensure the safety and wellbeing of all our students.



Jane Rowlinson
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Attendance/Safeguarding Lead

Dorin Park School

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