



Absence Process

Class Staff mark registers by 9am and record pupils as present, or absent with an N code. Office record lates.

Office staff take voicemails and reasons for absence and add to pupil register using relevant code and adding comment

Office staff add late marks/late arrivals to the attendance register (L code between 9am and 9.30am, U code after 9.30am)

By 10.30am a list of pupils of absent today and reason or reason not known produced by office for attendance team to review.

Daily safeguarding check children accounted for.

Telephone calls made to all pupils on first day of absence where no reason provided.

Telephone call made to all pupils who are on 3rd day of consecutive absence where there has been no update.

Social Worker and or YOT Worker notified of any pupils absent/absent no reason provided

By 11.30 updated list of pupils where no reason is still known for absence produced by office for attendance team and DSLs to review.

Home visits may be conducted if no contact given.

Follow up action as assessed by DSL team and Attendance Team

Contact other emergency contacts from Arbor

School staff undertake visits and leave postcard if no answer

Referral or communication to social services if needed