

Absence Procedures

Pupil is absent

Physical classroom check made at 9.15am by SEN Admin staff

- Pupil is present - advise office to update register accordingly.
- Pupil is absent - teacher has had message complete reason for absence letter and submit to office
- Pupil is absent - no reason.

First day call

SEN Admin staff call home to establish why child is absent

- Parents advise why child is absent - notify office by email.
- No answer - leave message and advise office to send Groupcall text.

Groupcall Text

School Administrator sends Groupcall text message

- Parents respond to text - update register accordingly.
- 11.30am no response to call or Groupcall text - child marked as unauthorised absence.

Reason for absence letter

11.30am no response letter is sent same day

- Reason for absence requested
- If no contact within 3 days home visit, to any relatives or emergency contacts and reasonable enquires made.