

Absence Procedures

- Parents are required to contact the school as soon as possible on the first day of their child's absence.
- A phone call will be made to the parent / carer of any child who has not reported their child's absence on the first day that they do not attend school.
- On the second day, if school has been unable to contact the parent / carer regarding non-attendance, representatives from school will attend the house.
- Should there be no contact with anyone for a third day, non-attendance will be escalated to police for a 'welfare check' and / or be referred to the Local Authority Attendance and Placement Team.
- In the case of persistent absence, arrangements will be made for parents to speak to the headteacher.