

ATTENDANCE PRODECURE



Day 1 of absence (no contact from parent/carer)

- Contact parent/carer.
- Home visit if no contact and concern exists.

Day 3 of absence (no contact from parent/carer)

- Risk assessment written.
- Consider safe and well check.

Day 10 of absence (no visual contact with pupil)

- Safe and well check conducted (in person or virtual).
- Possible referral to Early Help.

Continued absence/vulnerable pupil

- School attendance panel meeting to offer support.
- Possible referrals to external agencies.
- Liaise with local authority attendance teams.

