

Graduated response to Attendance



1. Text message	<p>If your child is unaccounted for at registration with no reason for absence provided, you will receive a text message.</p> <p>Please call the office on 01623 742285 to inform us of the reason for #NAME's absence.</p> <p>We require absences to be reported on a daily basis. Thank you.</p>
2. Telephone Call to Primary Parent / Carers	<p>If no contact is made by 9.30am as a result of the original message, school will make a phone call to the primary parent/ cares of the pupil.</p>
3. Telephone Call to all other listed contacts	<p>If no contact is made by 10.00am, school will call all listed contacts of the pupil.</p>
4. Class Dojo message	<p>If no contact can be made through calling the parent/ carer and all other available contacts, a Class Dojo message will be sent out to inform parents/ carers that if contact is not made by 12.30pm, this will trigger a safe and well home visit.</p> <p><i>"We have tried unsuccessfully to contact you today regarding your child's absence. If we do not hear from you before 12.30pm, we will conduct a safe and well home visit in order to fulfill our statutory safeguarding duty of care. Thank you."</i></p>
5. Safe and Well Home Visit	<p>If contact still has not been made by 12.30pm, the office will inform DSLs/ SLT and a home visit will be conducted. If no contact can be made from a home visit, a home visit letter will be left at the house requesting contact as soon as possible.</p>
6. Escalation to External Agencies	<p>If your child is still unaccounted for by the end of the school day, Social care will be contacted for advice and to request a safe and wellbeing check. If the pupil has a social worker, they will be informed that the pupil has not been in school today and that they have not been seen when a home visit was carried out. The police will also be contacted if required.</p>
IF THE ABSENCE CONTINUES INTO SUBSEQUENT DAYS, SCHOOL WILL DO ALL THEY CAN TO ACHIEVE CONTACT WITH THE PARENT / CARER EACH DAY AND CONTINUE TO FOLLOW PROFESSIONAL ADVICE.	
7. Final Escalation to Children Missing Education	<p>On Day 10 of no contact, school will contact Children Missing Education.</p>