



PLEASE NOTE THE PROCEDURES FOR REPORTING YOUR CHILD'S ABSENCE FROM SCHOOL

Parent to ring the school office by 9am or leave a message on the answer machine to report the reason for their child's absence

NO CONTACT

Admin Staff will send a text message before 9.30am asking you to contact the school office with a reason for absence.

CONTACT MADE

No further action

NO CONTACT

Admin Staff will ring first contact to try and ascertain why the child is not in school

CONTACT MADE

No further action

NO CONTACT

Admin Staff or Home School Liaison Officer will ring other contacts to ascertain child's whereabouts.

CONTACT MADE

No further action

NO CONTACT

Home School Liaison Officer, Admin Staff or Senior Staff will make a home visit to your property. If there is no answer a compliment slip will be posted through the door asking you to make urgent contact with the school office

CONTACT MADE

No further action

NO CONTACT

Home School Liaison Officer or Senior Staff may contact children's services to report your child missing in education and raise a concern.

IT IS ESSENTIAL THAT YOU MAKE CONTACT WITH THE SCHOOL OFFICE ON THE DAY OF YOUR CHILD'S ABSENCE AND EVERY DAY THEY ARE ABSENT THEREAFTER, UNLESS THE OFFICE ADVISE YOU OTHERWISE.