PROCEDURES FOR REPORTING AND MONITORING FIRST DAY OF ABSENCE

E-REGISTERS

- CHECK REGISTERS ARE COMPLETE
- PRINT 'N' FIRST DAY OF ABSENCE REPORT
- EDIT REGISTERS ELECTRONICALLY

CONTACT PARENTS

- CHECK TELEPHONE ANSWERING SYSTEM FOR MESSAGES
- CHECK WITH TEACHERS WHETHER A VERBAL MESSAGE HAS BEEN RECEIVED
- PHONE PARENTS/CARERS - **USE ALL AVAILABLE POINTS OF CONTACT** **- BEFORE 10.00AM - or as soon as possible after 10:00 am**

NO RESPONSE FROM PARENTS

- **FURTHER ACTIONS, IF THERE IS NO PHONE RESPONSE FROM PARENTS**

HOME VISIT

- CONTINUE TO PHONE ON ALL POINTS OF CONTACT
- ESCALATE TO ATTENDANCE LEAD OR SLT
- 2 MEMBERS OF STAFF TO VISIT THE HOME AND ASCERTAIN THE REASON FOR ABSENCE
- CALL LOCAL POLICE TO VISIT HOME IF NECESSARY

RECORDS

- ENSURE RECORDS ARE UP TO DATE WITH A FULL CHRONOLOGY OF EVENTS . DATE, TIIME & SIGN ALL RECORDS.
- UPDATE CPOMS IF NECESSARY