



Peafield Lane Academy

First 5 Days Absence Procedures

Day 1 of Absence

Parent/carer contacts the school via telephone, text or in person to notify reason for absence. Appropriate code is added to the school register.

10 am registers checked for absentees. Attendance Officer checks in class to make sure child has not arrived late or been missed off. Text message sent home to parent /carer asking for reason for absence and expected date of return and also stating if no reason given unauthorised code will be applied. Reply text messages or phone call notes are entered in the register. Absences without reasons are shown as unauthorised 'o' in the register.

Day 2 of Absence

Child returns to school but no reason for previous day's absence has been given – teacher or office staff speak to parent in person or over phone and explain reasons must be provided to prevent unauthorised absences and possible FPN's being issued.

10 am registers checked for absentees. Child still absent on the second day without reason being given. Second text message sent home to parent /carer asking for reason for 2 day absence and expected date of return and also stating if no reason given unauthorised code will be applied. Reply text messages or phone call notes are entered in the register. Absences without reasons are shown as unauthorised 'o' in the register.

Day 3 of Absence

Child returns to school but no reason for previous 2 day's absence has been given – teacher or office staff speak to parent in person or over phone and explain reasons must be provided to prevent unauthorised absences and possible FPN's being issued. Future attendance monitored.

Child still absent on 3rd day with no contact from parent. School office will telephone parent/carer to discuss absence further and explain that absences must be notified or unauthorised code will be applied and FPN's can result. Appropriate codes entered onto register – future attendance monitored and support offered if needed. If no contact made or no suitable reason given for absence then unauthorised code applied to register. (All calls logged).

Day 4 of Absence

Child still absent on day 4 with no contact from parent. Phone call made to parent and other contacts on list to attempt to engage with family. Contact Shelley Stringfellow, Manor Family Attendance Officer, to discuss. Possible home visit to assess whether family are at home or on holiday/moved away. If contact made Attendance Officer to discuss matter with family and to offer a meeting in school to give support if needed. All actions to be logged to support case if a referral to Early Help Unit is needed. If no contact made or reasons given are not appropriate unauthorised code applied on register. Letter to be sent home explaining that the absence is unauthorised and could lead to a FPN being issued and referral to CME if no contact is made. Refer to Shelley Stringfellow (Manor Family Attendance officer).

Day 5+ of Absence

Child still absent and no contact made, continue to make phone calls and seek advice from Early Help Unit/refer if appropriate. FPN may be issued if unauthorised absences are issued and school can provide a log stating how they have tried to contact family and no contact or unsuitable reasons for absence have been given. If 'illness' has been given as a reason for absence then school can request a doctor's note to evidence this (and also for future 'illnesses'). Log all calls and letters to support case for referral to Early help Unit and/or FPN..