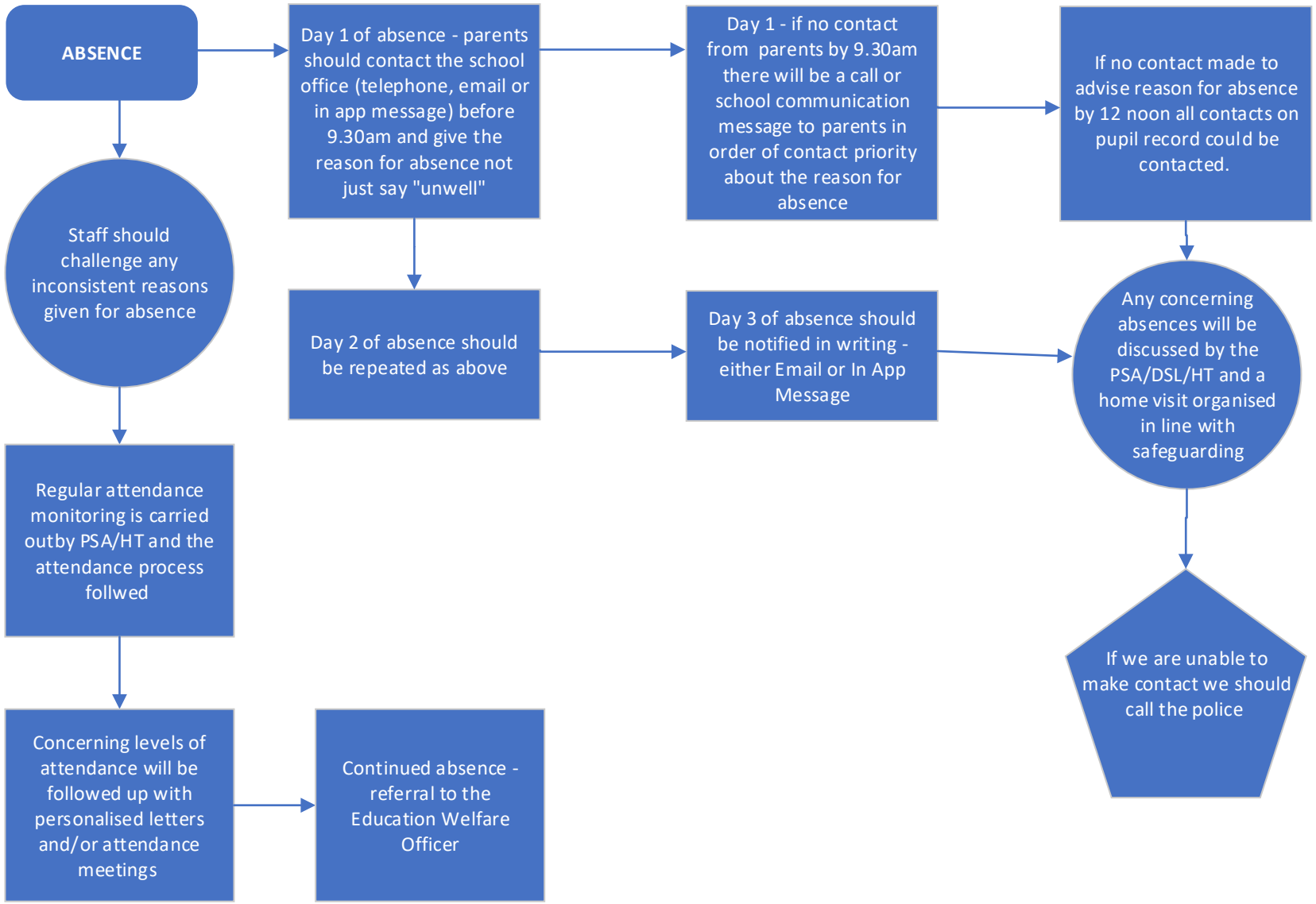
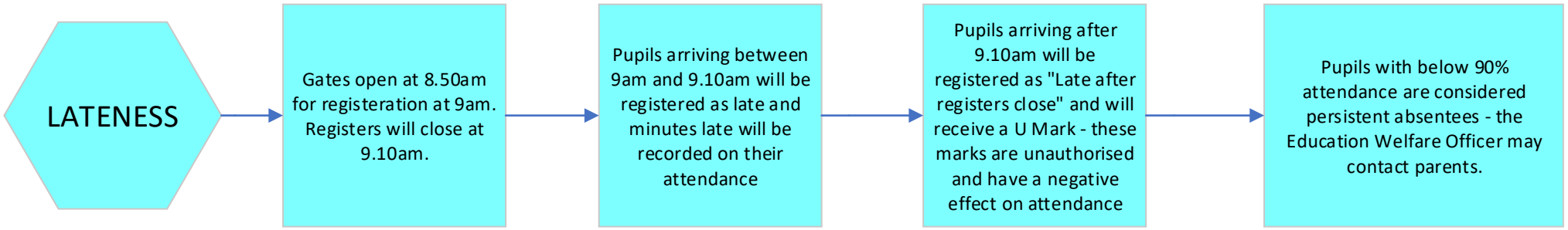

ABSENCE
Day 1 of absence - parents should contact the school office (telephone, email or in app message) before 9.30am and give the reason for absence not just say "unwell"
Day 1 - if no contact from parents by 9.30am there will be a call or school communication message to parents in order of contact priority about the reason for absence
If no contact made to advise reason for absence by 12 noon all contacts on pupil record could be contacted.
Staff should challenge any inconsistent reasons given for absence
Day 2 of absence should be repeated as above
Day 3 of absence should be notified in writing - either Email or In App Message
Any concerning absences will be discussed by the PSA/DSL/HT and a home visit organised in line with safeguarding
Regular attendance monitoring is carried outby PSA/HT and the attendance process follwed
If we are unable to make contact we should call the police
Concerning levels of attendance will be followed up with personalised letters and/or attendance meetings
Continued absence - referral to the Education Welfare Officer


LATENESS
Gates open at 8.50am for registeration at 9am. Registers will close at 9.10am.
Pupils arriving between 9am and 9.10am will be registered as late and minutes late will be recorded on their attendance
Pupils arriving after 9.10am will be registered as "Late after registers close" and will receive a U Mark - these marks are unauthorised and have a negative effect on attendance
Pupils with below 90% attendance are considered persistent absentees - the Education Welfare Officer may contact parents.