# Attendance Flow Chart Day One

Telephone call to parent/ carer to ascertain reason for absence.

At this point, the Attendance Officer will inform the parents that work will be available shortly on Purple Mash for the children to complete at home. A list of absent children will be given to an appropriate member of staff who will allocate the work for each absent child online. At the end of the day, it will be noted how many children completed the work.

If a response is received, consider whether the reason given is acceptable/reassures you that the pupil is safe. Record on SIMS. If it does not, record your rationale and complete remaining steps.

If no response is received, alert the DSL. DSL then decides if social worker needs to be informed (if applicable) Record on CPOMS.

DSL uses professional judgement with rationale recorded to decide whether to conduct safe and well check. Is absence unusual for pupil, have concerns recently been raised, can social worker visit, protective factors at home; nature of vulnerability; has the absence spanned a holiday period?

**RATIONALE CONCLUDES THAT A VISIT IS REQUIRED TODAY:**

Conduct safe and well visit. Conduct reasonable enquiries if no answer at property. Letter to be left at property to advise of the visit. Record all outcomes on CPOMS.

**RATIONALE CONCLUDES THAT A VISIT IS NOT REQUIRED TODAY:**

Record rationale on CPOMS. Follow Day 2 procedures if pupil remains absent.

**IF NO CONTACT IS MADE FOLLOWING A VISIT:**
Consult with DSL and social worker if police safe and well check is required. Record all actions and rationale on CPOMS.

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# Attendance Flow Chart Day Two

Telephone calls to all listed contacts in order of priority until reason for absence has been provided.

If a response is received - consider if the reason given is acceptable/reassures you that the pupil is safe. If it does not then record your rationale and complete remaining steps.

If no response is received alert the DSL. Social worker to be informed where applicable. Record on CPOMS.

Contact sibling's schools (where applicable) to ask if pupils have been seen. Record actions and outcome of conversation on CPOMS.

DSL uses professional judgement with rationale recorded to decide whether to conduct safe and well check. Is absence unusual for pupil, have concerns recently been raised, can social worker visit, protective factors at home; nature of vulnerability; has the absence spanned a holiday period?

**RATIONALE CONCLUDES THAT A VISIT IS NOT REQUIRED TODAY:**

Record rationale on CPOMS. Follow Day 3 procedures if pupil remains absent.

**RATIONALE CONCLUDES THAT A VISIT IS REQUIRED TODAY:**

Record rationale on CPOMS. Conduct safe and well visit (two members of staff –RA to be completed). Conduct reasonable enquiries if no answer at property. Letter to be left at property to advise of the visit. Record all outcomes on CPOMS.

**IF NO CONTACT IS MADE FOLLOWING A VISIT:**
Consult with DSL and social worker if police safe and well check is required. Record all actions and rationale on CPOMS.

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# Attendance Flow Chart Day Three

Telephone calls to all listed contacts in order of priority until reason for absence has been provided.

If a response is received - consider if the reason given is acceptable/reassures you that the pupil is safe. If it does not then record your rationale and complete remaining steps.

If no response is received alert the DSL. Social worker to be informed where applicable. Record on CPOMS.

Contact sibling's schools (where applicable) to ask if pupils have been seen. Record actions and outcome of conversation on CPOMS.

Conduct safe and well visit with two members of staff. Conduct reasonable enquires If no answer at property. Letter to be left at property to advice of the visit. Consult with the DSL and social worker regarding a police sale and well check . Record all    outcomes on CPOMS.

**IF NO CONTACT IS MADE FOLLOWING A VISIT:**
Consult with DSL and social worker if police safe and well check is required. Record all actions and rationale on CPOMS.

Consult and follow the Essex country Council children Missing in Education policy.

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