

- 3.2 Notification may be given to school prior to the day of absence if, for example, a child has a medical appointment. Parents will be asked to provide school with an appointment letter etc.
- 3.3 If a parent or carer does not call the school to report an absence, the school will telephone them to determine their child's whereabouts in compliance with the school's safeguarding procedures.
- 3.4 Regular absence due to illness may require parents to provide the school with medical evidence such as an appointment card or a prescription note. If these items are not presented, it may result in the absence being classified as unauthorised.

4 Absence Procedures for School Staff

- 4.1 When a child is absent unexpectedly, the class teacher will record the absence in the register to inform the school office staff, who will endeavour to contact a parent or carer on the first day of absence by 9:30am.
- 4.2 If the school is unable to contact the parent or carer, they will use the other contacts that are recorded on SIMS. If the school is still unable to make contact, the Trust's Educational Welfare Officer or a member of school staff will make a home visit to ascertain the safety of the child in compliance with the school's safeguarding procedures.

If the school is however able to contact the parent or carer and the child has been absent from school for ten school days without a valid reason or explanation the Trust's Education Welfare Officer will again be contacted. The officer will prioritise a home visit to ascertain the safety of the child and subsequent visits will be made every ten school days.

- 4.3 Attendance is monitored half-termly by the Headteacher in conjunction with the Trust's Educational Welfare Officer.

5. Persistent Absenteeism (PA):

- 5.1 A pupil becomes a 'persistent absentee' when they miss 10% or more of schooling across the academic year for whatever reason. Absence at this level will damage the child's education and the school needs parent's support and co-operation to tackle this.
- 5.2 The school, alongside the Trust's Education Welfare Officer, thoroughly monitors all absence and the reasons given on a half-termly basis. When pupils who are persistently absent or in danger of being persistently absent are identified, the school takes action as detailed below.
- 5.3 If a child's attendance falls below 95% in an academic year, parents will receive Letter 1 from the Headteacher. The child's attendance will be closely monitored by school until attendance improves to above 95%.
- 5.4 If a child's attendance falls below 90% in an academic year, parents will receive Letter 2 from the Headteacher and will be invited to a meeting with a representative from the school. During the meeting, attendance over the next six weeks will be agreed and a document specifying the target attendance of 95% for the next six weeks will be signed by both the school and the parents. School will then monitor the child's attendance on a biweekly basis.