



Attendance 5-day plan

First day

- If parents/carers have not made contact about their child's absence, school will ring contact one.
- If there is no answer from contact one, school will ring remaining contacts in order.
- If there is no response from any contacts, a text message will be sent, and voicemail left.
- If the child is classed as vulnerable or if concerns are raised during the home visit, we will alert all relevant agencies (Police, Children's Services etc)

Day 2

- If parents/carers have not made contact about their child's absence, school will ring contact one.
- If there is no answer from contact one, school will ring remaining contacts in order.
- If there is no response from any contacts, a text message will be sent, and voicemail left.
- If we still have not had contact with any of the contacts, we will alert all relevant agencies (Police, Children's Services etc)

Day 3 and day 4

- Home visits will be undertaken for every child on their 3rd day of absence.
- If parents/carers have not made contact about their child's absence, school will follow the procedure as described above.

Day 5

- If parents/carers have not made contact about their child's absence, we will follow the procedures as described above.
- Children Missing in Education paperwork will be completed by the attendance/safeguarding team.
- A Child Missing referral may be made.

Even after day 5 these procedures will continue.