

GLENCORSE PRIMARY SCHOOL

'A small school building big dreams'

Absence from School Policy

Procedure to be followed in event of children not arriving at school

- Contact home/mobile/work telephone numbers (Social Worker if appropriate) - leave message and ask parent to contact school.

In the event of no contact

- Telephone Emergency Contact
- If no reply from Emergency contact or they do not know where the child is then make a note to contact the following day.
- Ask other parents informally if they have seen the children/family.
- Contact home/mobile/work telephone numbers (Social Worker if appropriate) the next day.
- If there is an unexplained absence of three days or more or there is no satisfactory explanation received, or if the unexplained absence continues, then the Headteacher will send a letter to the child's home requesting a meeting with the parents or carers to discuss the situation.
- If there is no response the Headteacher will send a Recorded Delivery letter, again requesting a meeting.
- If the Headteacher is still unable to address the problem of poor pupil attendance, a Wellbeing referral should be made for discussion at the 'Team Around the Child' meeting.

Julie Barnes
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