



Peafield Lane Academy

Absence Procedures

Parent/carer should contact the school via telephone, text or in person to notify reason for absence. Appropriate code is added to the school register. Medical appointments should be supported by letter or appointment card and holidays must be advised in advance (FPN's may be issued for holidays, as they cannot be authorised)

First day of absence – Every day at 9.30 am, registers are checked for absences. Attendance officer checks in class that absent child has not been missed off in error, arrived late or if parent has contacted teacher over Dojo. If in school, register will be amended.

If no reason given and child not in school, attendance officer will telephone home to find out reason for absence. If no answer received, other contacts provided will be telephoned to ascertain reason for absence. If contact made, absence completed on register and parent will be reminded to contact school on first day of absence.

If no contact is made home visit will be carried out by DSL. Card will be posted through letterbox if no one in, stating which member of staff called and on what date/time they called and asking parent to contact school ASAP.

If family cannot be contacted and have previous safeguarding history, DSL will telephone MASH (multi-agency safeguarding hub) team for further advice. If advised the police will be contacted to carry out a safe and well check.

If no reason given for absence but child arrives in school the next day, parent will be asked for absence reason and advised that they must keep school informed immediately when children are not attending.

If child does not attend again, attendance officer will follow same guidance as for previous day. Any absences without reasons will be monitored and logged. These will be followed up with home visits and discussed with MASH. Education Welfare Officer will be emailed to begin Child Missing Education flowchart. If school are concerned at any time, they will ring police to ask them to carry out a safe and well visit at the home. School will keep telephoning all contacts and calling at home until contact is made.

School will offer support to parents who struggle to get their children into school. All children who are persistent absentee's (attendance below 90%) will be contacted to discuss ways to improve attendance.