

Swinemoor Primary school

PUPIL ABSENCE PROCEDURES

The following procedures are followed each day: -

- Write down any children who come in through the main doors after the classroom doors have shut
- Record any verbal or telephone reasons for absence
- Check all registers from 9.00am to 9.30am on a daily basis and mark in known absences, medical appointments and absence from school for exceptional circumstances

Where a child is absent from school and we have not received any verbal or written communication from the parent:

- School will endeavour to make contact with parents/carers as named on the child's contact information in order to determine the reason for the child's absence
- If contact cannot be made with parents/carers, school will make every effort to make contact through any other person named on the child's contact list
- Should contact not be made, school will contact EH&SH and report their concerns by lunchtime of the same day
- If no contact can be made with any of the above, and school are still concerned for the welfare of the child, the police will be informed.

The Governors of Swinemoor Primary School do not support sending staff out on home visits to follow up pupil absence/lack of contact with families for the reasons stated below:

- No pool car
- No lone working risk assessment/policy in place
- No protective uniform
- No authority to undertake any further action that may be required on arrival at the home
- No insurance
- Limited number of staff to increase safety – minimum of 2 staff would be required

In the event that contact cannot be made the school may seek advice from the Education Welfare Service.

In the event of a long term absence the school follow the 'Child Missing out on Education' guidelines.

September 2021