

Reach Academy Attendance Flow Chart

Stage 1: First day of absence

Contact made: Phone call made to parent/carers by Group SIW or Attendance Officer and contact entered onto School Pod

Contact not made: entered onto School Pod and text message sent to parent/carers asking them to contact PRU. Consider home visit depending on circumstances.

Any pupils at section 17/47/LAC – contact will be made to the social worker or refer and respond team if parents are not contactable. Home visit to be conducted by attendance officer or SIW.

Stage 2: Second day of absence

Contact made: Phone call made to parent/carers by Group SIW or Attendance Officer and contact entered onto School Pod.

Contact not made: further text message sent. Home visit by SIW or Attendance Officer arranged. Email sent to contact teacher informing them of absence.

Stage 3: Third day of absence

Contact made: consultation made with contact staff for individual pupils, assess what actions/support is needed. Letter sent out on 3rd day of absence to inform parent/carers of absence percentage and absence procedures. If PA, then an attendance contract between school/pupil/parent/carers should be drawn up

Contact not made: Another home visit made by SIW/Attendance Officer. If no response, pupil to be reported to appropriate agencies (referral and response/police/APSO).

Stage 4: further absence

Continue to make contact and liaise with appropriate professionals. Review attendance contract as necessary.