

## **Absence Procedures (Staff)**

### **No contact with parents/carers**

#### **Days 1 & 2**

- If a pupil is absent and there is no message/known reason, class staff to ring parents/carers by 9:30am.
- If no response, then class staff to inform EWO/SLT who will then make a follow up call before 11am.
- If still no response, then a further call will be made after 1:00pm/afternoon registration.
- A follow-up call will also be made to the pupil's social worker (if they have one) if there is still no response from parents/carers after the third phone call.
- EWO/SLT to contact Home/School Transport (if appropriate), to ascertain if they can add any information or updates.
- The second and any subsequent phone calls to be followed up with an email to parents/carers and social worker.

#### **Day 3**

- If pupil is still absent on Day 3, then follow above Protocol, but if still no response after the second phone call, EWO/SLT to contact LA SEND Officer.
- If no response following afternoon call, then EWO/SLT to contact Social Care Duty Team (if no social worker in place or unable to contact social worker).
- Arrange a Home Visit if necessary and appropriate.

#### **Days 4 & 5**

- Follow advice from Social Worker, Duty Team or LA SEND Officer.

### **Week 2 and ongoing**

- Maintain daily contact with Social Worker, Duty Team or LA SEND Officer, following their advice.

### **Contact gained with parent/carers**

- Arrange a meeting with all parties as soon as possible to discuss absence and plan for pupil's return.