Daily absence flowchart

1st day of absence – Parent to notify school via online reporting form by 9am.

Absence to be recorded on SIMS and daily spreadsheet to be updated for staff to view.

Monitor pupil absence each day if no return date has been specified.

If pupil is absent for 5 consecutive days, a home visit/safe and well check may be carried out by 2 members of staff. 'Notification of visit' letter to be posted through door if no answer.

Day 1: No form completed – text message to be sent

If no response received to text message by 2pm, phone call to be made – outcome to be recorded on SIMS and daily spreadsheet

Day 2: If pupil is still absent and no form completed, send text and repeat previous step.

Day 3: If no notification has been received from parent/carer then a home visit to be carried out by 2 members of staff.