

Daily processes to follow up absence



- 8:45am School starts and **registers open**.
- 9:00am Registration ends – **registers close**.
Children arriving after 9:00am will be **marked as late** in the registers and **marked on the pupil sign-in sheet** in the office.
Office Manager starts **telephone calls** to main contacts held on Arbor for **unexplained absences from 9:00am**.
- 9:15am (30 minutes after first session has started)
Children arriving after 9:15am is **marked as unauthorised** if absence not linked to exceptional circumstances.
Children arriving after 9:15am must also be **signed in** using the **pupil sign-in sheet** in the office.
Office Manager **continues telephone calls** if there are still unexplained absences.
- 9:30am All pupils should now be in school (DfE guidance).
If no contact can be made with family, Office Manager **contacts other contacts** on list – school has at least 3 contacts for each pupil on Arbor.
- No response Office Manager contacts **Attendance Team** at county hall if no contact could be reached for further advice.
DSL will contact Children's Services or the Police if necessary.