



Absenteeism Procedure



Child is absent from school



Nobody makes contact

Parent phones school with a reason before 8;30 am

The Attendance Team will ring before 10am

Reason for absence given

If there is still no contact, the Attendance Team may make a home visit

School monitors the frequency of absences



In the absence of parent contact:

- The Attendance Team will visit regularly
- If there are 2 failed visits and no further contact with school the absence will be escalated to the Education Welfare Officer
- Police will be asked to carry out a safeguarding and welfare visit