Non-Attendance Procedures

Academy Attendance Champion: Kate Wright (SENIOR TEACHER/SENCO)

What to do for non-attendance

DAY 1

Office	DSL/HT	External agency
● Contact main contact. ● Email and telephone call. ● If no response, then go through next contact ● **By 10 am call all contacts on pupil list if no response from text or email to parents.**	● If still non-contact, a home welfare check will be made for any pupil. ● If no one is home, knock on neighbours' door. ● If no response at home post a letter to ask the family to get in touch as you have concerns for the welfare of the pupil ● When attending a home visit if you suspect the pupil is on holiday take a suspected holiday letter to post through the door **Documents to take:** **Welfare Concern Letter** **Suspected holiday letter**	● Log with Police on 101 for reference.

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DAY 2

Office	DSL/HT	External agency
• Contact main contact. • Email and telephone call. • If no response, then go through next contact • **By 10 am call all contacts on pupil list if no response from text or email to parents.**	• If still non-contact, a home welfare check will be made for any pupil. • If no one is home, knock on neighbours' door. • If no response at home post a letter to ask the family to get in touch as you have concerns for the welfare of the pupil • When attending a home visit if you suspect the pupil is on holiday take a suspected holiday letter to post through the door **Documents to take:** **Welfare Concern Letter** **Suspected holiday letter**	• Recommendation at this stage is to call 101 for a welfare check for the police.

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DAY 3

Office	DSL/HT	External agency
● Contact main contact. ● Email and telephone call. ● If no response, then go through next contact ● **By 10 am call all contacts on pupil list if no response from text or email to parents.**	● If still non-contact, a home welfare check will be made for any pupil. ● If no one is home, knock on neighbours' door. ● If no response at home post a letter to ask the family to get in touch as you have concerns for the welfare of the pupil ● When attending a home visit if you suspect the pupil is on holiday take a suspected holiday letter to post through the door **Documents to take:** **Welfare Concern Letter** **Suspected holiday letter**	● Recommendation at this stage is to call 101 for a welfare check for the police. ● Seek advice from Police on what to do next.