



First Day Absence Procedures

Communication received from family by 9:15am.

Record absence on Bromcom and inform Class Teacher.

No communication from family by 9:15am.

Vulnerable Child?

No

Yes

DSL to call family using contact priority lists on Bromcom

Secretary to call family follow contact priority lists on Bromcom

Phone call answered. Reason for absence identified.

Phone call not answered.

Phone call not answered.

Record absence on Bromcom and inform class teacher,

Inform Attendance Lead and DSL.

Inform Attendance Lead and DSL. Repeat call procedure after 15 minutes.

Record incident on CPOMS and assign to Attendance Lead

DSL/SLT to complete Welfare Check (2 staff members)

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Family at home, child seen (if no obvious sign of illness, staff to return to school with child.

DSL/SLT to stress the importance of contact with school.

Record incident on CPOMS.

No answer at home.

Leave welfare check record.

Record incident on CPOMS

No answer at home. Remain on site for 15 minutes, speak with neighbour. Call police immediately if concerned child is in imminent danger. Leave welfare check record. Record incident on CPOMS

Inform external agencies if involvement with family