



## First day of absence

### Day 1

Procedure to follow on the first day of absence:

Miss Clough to check all registers for first day of absence

Miss Clough to talk to class teachers to ascertain communication via Dojo

Miss Clough to phone contact details to find out reason for absence by 9:30am

- If contact made, record on attendance register (SIMS)
- If NO contact made by 9.30am on day 1, leave a message on all contact numbers to contact school
- If NO contact is made by 10.00am, SLT will make a home visit to determine the whereabouts of the child
- If NO child/family members are at home, SLT will contact the police (and/or social care if required) as this child will be deemed to be missing in education