**Attendance Contact Flowchart**

Please be aware that school have a legal duty to inform Children’s Services about **any absence** of a child with current children’s services involvement or any absence where school perceives there to be a level of risk according to the referral threshold criteria that we are **required** to adhere to. **If school are unable to make contact with a family whose child is not in school this is considered a safeguarding risk and we will carry out a home visit to check that the family is safe.**

Day one of absence – Parent must have informed school via text, phone or e mail that their child will be absent and why.

If school has not been informed then the school office will contact the parent to find out where the child is. If we cannot get in touch with the first contact for the child, we will work through the contacts given until we are able to speak to someone. This is to fulfil legal safeguarding requirements.

Where it is a child for whom medical proof has been requested due to high levels of absence a text will be sent reminding the parent of the need for medical proof to authorise the absence

Day three of absence – School office will ensure that someone has **spoken** to parents at home, regardless if they have been texting/e mailing in. This is for safeguarding reasons. School needs to enquire whether medical advice has been sought at this stage as after 3 days of illness it should have been. A home visit will be carried out if we have only had text/emails and not been able to speak to a parent in person

Day two of absence – As day one

Where an absence is over a week school will remain in regular contact with parents/carers.

*“For absences that are expected to last up to 15 school days and that are not part of a pattern of a recurring illness, the parents/carers should discuss with the school whether they are willing to organise for work and homework to be set as soon as the child is able to cope with it. The school should also agree with you how completed work will be collected, marked and returned”.*

**Hampshire guidance**

Day Five of absence – Class teacher will phone home to check in with parents, discuss what has been missed, and anything that can be done to support the child catching up on their return to school.