

Status:	Issue date: October 2023	Version No V1, October 2023
	Review date: Due September 2024	Page of

Policy Control/Monitoring

Version:	V0.1.
Approved by: (Name/Position in Organisation)	Martin Lonergan Headteacher
Date:	23.10.2023
Accountability: (Name/Position in Organisation)	Headteacher
Author of policy: (Name/Position in organisation)	Simon Adams, Deputy Headteacher
Date issued:	October 2023
Revision Cycle:	Annual in September of each year
Revised (Date):	
Target audience:	This policy applies to all members of the education community (Teachers/Tutors, Therapists, Support Staff, Parents, Pupils/Students,

CONTENTS

1. Introduction

2. Purpose

3. Scope

4. Monitoring and Compliance

5. Associated Policies and References (0000008092812 rev B 2240 67 12 2 0000008092812 rev B)

	Issue date: October 2023	Version No V1, October 2023
Status:	Review date: Due September 2024	Page of

Issue d

	Issue date: October 2023	Version No V1, October 2023
--	--------------------------	-----------------------------

Status:

Review date: Due September
2024

Page of

The register will be completed by the class teacher or delegated to a specific member of the class team. Class teachers and leaders will carry out ongoing monitoring of both attendance and punctuality.

If a child is absent from school with no reason given, or if a pupil does not return when expected to, the following procedure will apply:

On the first day:

- 1. A member of the class team will contact the office to check if a call and reason has been received. If no contact has been made a call to parents or carers will be made to seek an explanation.*
- 2. If no contact can be made by 12.00, the emergency contacts will be called. If no contact can be made with any emergency contacts by 1.30, staff will visit the home. They may knock on neighbours doors. If staff are unable to get a reply from the home the child will be reported as missing from education and a DSL will inform social services and the local authority.*

Where a reason for absence is sought and given, the register will be amended to reflect this. However, a late arrival after the register has closed will be recorded as an unauthorised absence.

If a child r

	Issue date: October 2023	Version No V1, October 2023
Status:	Review date: Due September 2024	Page of

running by contractors occur

	Issue date: October 2023	Version No V1, October 2023
Status:	Review date: Due September 2024	Page of

10. Monitoring and Evaluation

	Issue date: October 2023	Version No V1, October 2023
Status:	Review date: Due September 2024	Page of

Status:	Issue date: October 2023	Version No V1, October 2023
---------	--------------------------	-----------------------------