

Attendance Procedure



Doors open at 8.35am and we expect children to be in school by 8.40am for registration.
Lessons start promptly after registration.

By 9.25	The office will check answer phone messages and emails for any notifications of absent children.
By 9.30	Should the office not receive a message regarding a child's absence, they will phone home.
10-10.15	The office will try to phone the parents again.
11.-11.15	Should the parents be unavailable, other contacts will be called.
11.30	If no contact has been made, 2 members of staff may go out to the home (with Senior Leadership Team approval). This is to ensure we are following our safeguarding procedures and ensuring the wellbeing of our children and their families.
12.00	If no contact has been made, Senior Leadership Team will consider whether it is necessary to contact Children's Services.

This is a flow chart version of our agreed shared policy with Alverstone Junior School