

## **Attendance 5-day plan**

### **First day**

- If parents have not made contact about their child's absence, school will ring contact 1
- If no answer from contact one, school will ring remaining contacts in order
- If no response from any contacts a Parent Hub message will be sent and voicemail left
- If no contact has been made in the morning the same process will be followed in the afternoon
- If the child is classed as vulnerable (BACIN on INTEGRIS) then a home visit will be undertaken by two members of staff. If concerns are raised during the home visit we will alert all relevant agencies (police and CS)

### **Day 2**

- If parents have not made contact about their child's absence, school will ring contact 1
- If no answer from contact one, school will ring remaining contacts in order
- If no response from any contacts a Parent Hub message will be sent and voicemail left
- If no contact has been made in the morning the same process will be followed in the afternoon
- If we still have not had contact with any of the contacts, then a home visit will be undertaken by two members of staff. If concerns are raised during the home visit, we will alert all relevant agencies (police and CS)

### **Day 3 and day 4**

- If parents have not made contact about their child's absence, school will ring contact 1
- If no answer from contact one, school will ring remaining contacts in order
- If we still have not had contact with any of the contacts, then a home visit will be undertaken by two members of staff that morning. If further concerns are raised during the home visit, we will alert all relevant agencies (police and CS)

### **Day 5**

- If parents have not made contact about their child's absence, school will ring contact 1
- If no answer from contact one, school will ring remaining contacts in order
- If we still have not had contact with any of the contacts, then a home visit will be undertaken by two members of staff that morning. If further concerns are raised during the home visit, we will alert all relevant agencies (police and CS)
- CME paperwork to be completed by the attendance/safeguarding team
- Child Missing referral may be made to the police and then CS

**Even after day 5 these procedures will continue.**