

Rowantree Primary School Attendance Protocol

Revised April 2025

# Attendance Protocol

* We are required to inform parents/carers of the need to contact the school as early as possible, and before 9.00 am on the first day of absence, if their child is going to be absent from school
* When a pupil has been recorded as absent, and no prior notification has been given of the absence by the parent/carer, the school shall attempt to contact the parent/carer, using the text message system, by 9.45 am on the first day of absence.
* Parents/carers will be responsible for providing and updating emergency contact information and for providing and updating contact telephone numbers for use by the text message system.
* Where a parent/carer/emergency contact is informed of the unexplained absence of a child from school and acknowledges the notification from the school, the parent/carer/emergency contact will be responsible for taking appropriate action in conjunction with the school
* In cases where the parent/carer/emergency contact does not respond to the notification of absence and therefore there is still no explanation of absence, the SLT/SFDW will conduct a risk assessment.

# Risk Assessment

The following process should be adhered to in order to establish the category of risk for the child/young person.

# There are 3 grades of risk:

**High** - The risk posed is immediate and there are substantial grounds for believing that the child/young person is in danger through their own vulnerability or may be the victim of a serious crime

**Medium** - The risk posed is likely to place the child/young person in danger or they are a threat to themselves

**Low** - The apparent threat of danger to the child/young person is regarded as minimal.

# Following the risk assessment the outcomes could be as follows:

SLT/SFDW to contact family SFDW to make a home visit Team Around the Child meeting Family support offered by SFDW

**This is not an exhaustive list of actions.**

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| Pupil name | Vulnerability | Type of referral | Comments |
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