

## Parent Information – Absence 2024 – 2025 - CME

It is the parent/guardian/carers Legal responsibility to notify school of a pupil's absence on the first day of absence, and every day thereafter.

## All absences must be reported on 01332 557032 option 1 before 9am.

State the pupil's name, year group, reason for absence and your relationship to the pupil.

If a parent fails to notify school the following process will be implemented immediately.

Day 1	<ul> <li>The School will send an Absence text requesting the reason for the pupil's absence.</li> <li>Pastoral Support will follow up with a telephone call home for all unexplained absence.</li> </ul>
Day 2	<ul> <li>The School will send an Absence text requesting the reason for the pupil's absence.</li> <li>Pastoral Support will follow up with a telephone call home for all unexplained absence.</li> </ul>
Day 3	<ul> <li>The school will send an Absence text requesting the reason for the pupil's absence.</li> <li>Pastoral Support will follow up with a telephone call Home for all unexplained absence.</li> <li>The Education Welfare Officer will complete a home visit.</li> </ul>
Day 5	<ul> <li>The school will send an Absence text requesting the reason for the pupil's absence.</li> <li>Pastoral Support will follow up with a telephone call home for all unexplained absence.</li> <li>If school have not been notified of the pupil's absence by Day 5 a Referral to Social Care and a Police safe and well check will be requested by the Education Welfare Officer.</li> </ul>
Day 7	<ul> <li>The School will send an Absence text requesting the reason for the pupil's absence.</li> <li>Pastoral Support will follow up with a telephone call home for all unexplained absence.</li> <li>The Education Welfare Officer will complete a home visit.</li> </ul>
Day 10	<ul> <li>The School will send an Absence text requesting the reason for the pupil's absence.</li> <li>Pastoral Support will follow up with a telephone call home for all unexplained absence.</li> <li>In accordance with the Department of Educations Regulation for Children Missing Education (CME - 2016) - School will begin the process of reporting the pupil missing.</li> </ul>
Day 15	<ul> <li>Unauthorised absence will be reported to the Local Education Authority.</li> <li>School may at this point make a formal request for a Penalty Notice to be issued.</li> <li>If school have not been notified of the pupil's absence by Day 10 a Referral to Social Care and a Police safe and well check will be requested by the Education Welfare Officer.</li> </ul>