



The West Grantham Church of England Primary Academy

Attendance flow chart in response to pupil absence

Parents are responsible for contacting the Academy Office to inform of any pupil absence.

01476 563963 and option 2 will take you to the student absence line and voicemails can be left.

This should happen every day that a child is not in school.



Calls will be made by the Academy office to all parents who have not informed us of pupil absence.



If parents answer and provide a reason for the absence, this will be recorded. Any safeguarding concerns will be reported to a member of the safeguarding team.



If there is no answer from parents, a voicemail will be left if possible. Details will then be passed to Attendance Manager and Inclusion Lead.



A follow up call will be made.



If there is no answer from parents, a voicemail will be left if possible.

A home visit will then be arranged.



If the home visit is unsuccessful, we may need to contact the police to request a safe and well check. This will be assessed on an individual basis.

If a pupil is absent for more than 1 day, a home visit will be completed on the third day of absence.

If the absence persists, additional home visits will be completed every third day that the pupil is not in school.

This is regardless of contact with parents.