



Castle Carrock Primary School

Attendance Procedures

Part 2

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DOCUMENT CONTROL – RECORD OF CHANGES

Version Number:	Publication Date:	Nature of, and Reason for, Change(s)
001	December 2024	Original.
002	September 2025	Amendments to first day calling procedures.

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All children are expected to arrive at school by 08:50am. Registration closes at 09:00am, after which children will be marked as late.

Absence Reporting

- Parents must inform the school of any absence before 09:00am on the day of absence by a phone call to the school office. If a voice mail is left, the school will arrange a follow up phone call or home visit.
- Absences will only be marked as “authorised” if they fall under valid reasons such as illness, medical appointments, family emergencies or other special consideration as per the government criteria outlined in the Absence Policy. Absences for holidays or non-essential reasons during term time will be unauthorised.
- For any absence extending beyond a day, schools are required to request written evidence for the child’s absence. This may be via email or from a medical professional if beyond the normal sickness expected time.

Late Arrival Procedure

- Children arriving after the register closes must sign in at the school office with the reason for their lateness recorded. Persistent lateness will be monitored and result in parent meetings or other interventions.
- Children missing the register will incur a missed session but are encouraged to come in as soon as possible.
- If appointments cannot be made outside of the school day, it is expected that children will attend both before and after the appointment time.

Follow-up on Unreported Absences

- If a child is absent without notifying school, school staff will contact parents via phone. If no contact is made by 09:45am the school will attempt to reach other contacts listed on the child’s record or complete a home visit following CET home visits protocols.
- If the school cannot reach the family or there are concerns about the child’s safety, the case will be escalated to the school’s safeguarding team, further actions to be taken in line with child protection guidelines and schools first day calling procedures.

Attendance Monitoring and Thresholds

- The school will conduct weekly reviews of attendance data to monitor and identify students with patterns of absenteeism or lateness.
- The school will listen to and understand family circumstances by facilitating support for families which may involve:
 - Offer of wider school services such as breakfast club.
 - An Early Help referral to support and foster the collaboration with external agencies.
 - Access to other family support services.
- Continued non-attendance without valid reasons will result in formalising the support being offered and the school opening an Attendance Case File which may lead to fines or legal action under the government’s tightened rules (see attendance policy)
- Children missing 10 sessions in a 10-week period will be considered Persistently Absent (PA). Parents will be issued with a Notice to Improve and invited to a meeting with the Headteacher to create an Attendance Improvement Plan.

- All term time holidays that result in the child missing 10 sessions (5 school days) will lead to the school issuing a penalty notice to the LA for enforcement. It is the responsibility of the LA to enforce all measure after this action.

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First-Day Calling Procedure

(School's safeguarding response to children who are absent from education)

1. Registers saved.
2. Late children checked against registers if recorded separately.
3. Absence calls listened to/attendance emails checked.
4. First day text sent to first name on contact list within half an hour of school start time asking for response.
5. If no response to text start calling first name on contact list within 45 minutes of school start time.
6. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
7. Alert Headteacher/DSL that this child is absent, and no contact has been made within an hour of school start time.
8. If no reply send second text and email to first, second and third contacts (and, if necessary, the contact of the person who does not live in the same household) on the list.
9. Home visit made if possible/appropriate by school or other agency involved.
10. Contact Police (using the **101** number) and LA Children Missing from Education Officer if all other stages have been completed and there is still no contact regarding the absent child.

Persistent Absence Procedures

