

St Richards VC Academy

First Day Absence Procedure

No contact from parents

By 9.30am, absence texts sent to parents requesting them to contact school as soon as possible with a reason for not attending.

If there is still no contact from parents

Miss Gawthorpe Education Welfare Officer will call the parents. If we do not speak to a parent we may try to call another family member we hold details of; visit the family home & post a calling card and print out of registration certificate on the second day of absence asking parents to contact school urgently with a valid reason of absence.

If parents fail to contact us we may involve Social Care as a safeguarding concern.

Contact from parents

If telephoned, the office staff will discuss with parents if a child could be in school or how long the illness requires the child to be absent, with medical evidence requested.

Continued support

Continued absence will be monitored by the office staff on a daily basis, having regard to the nature of the illness/reason for absence. If considered suitable further telephone calls regarding absence will be made to parents and additional support obtained if necessary.