



Uplands Junior School Pathway for Attendance Issues

Days 1 -10

Day 1

- Telephone call from parent to explain absence. Record absence in register and expected date of return.
- **No parental contact** – School to telephone/text parent (and additional contacts if needed) to establish reason for absence.
- **No reason obtained** – If child is subject to CP plan or Looked After contact allocated Social Worker. Or if there are any known concerns that may require urgent intervention seek advice from school attendance officer and a visit may be arranged by SLT.

Day 2

- Repeat Day 1 procedure.

Day 3

- Repeat Day 1 procedure.
- **No parental contact** – visit home from the SLT team and inform Education Welfare Officer of concerns or MASH team.

Day 4

- Telephone call required from parent to explain continued absence and expected date of return. Medical proof to be sent to school.

Day 5

- Absence letter sent to parents. If child is known to social services contact social worker. Record actions of interventions. Update Education Welfare Officer.

Day 6 – 10

- Continue to use school level support where appropriate (letters, telephone, liaise with family) to try to resolve issue. Seek further advice/support (from EWO) or support from external services if required.
- **Proceed to Pathways for children with attendance issues 2.**

**If at any point there are concerns about the safety or welfare of the child,
follow safeguarding procedures immediately.**