

## First Day Absence Reporting Procedure.

## STEP

After registers are taken and absence calls are noted we produce the list of children absent with no explanation

(9.00am - 10.00am)





We double check in school before we start calling.

10.00am - 10.30am









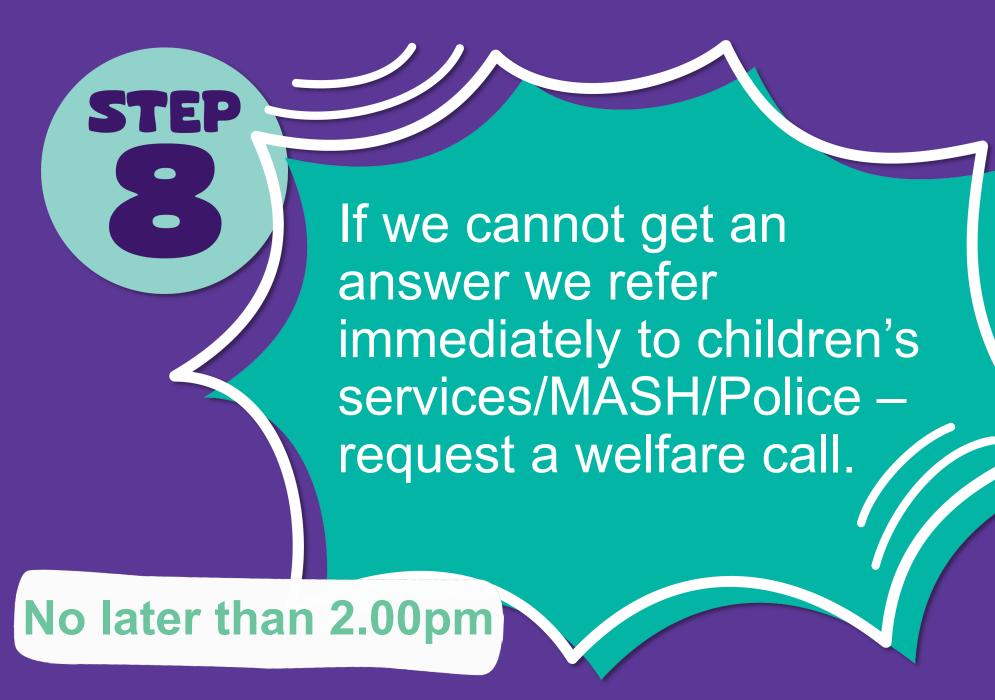
## STEP 6

If no reply at all, from anyone on the contact list for the child we consider: - Does the child have additional agency support, such as a social worker, contact them. - Do you have any in school intelligence, does anyone know the family

11.00am - 11.30am







Mulberry
Academy Shoreditch