



## Child Absence Procedure

- We ask that a family let us know if they know their child is going to be absent in advance or on the morning of the day by email, telephone or updating Family.
- If a team member is told of an absence by a family they must ask the family to email or call the office, or update Family.
- If a child is absent, The office manager or key worker, will call the family to investigate if they are coming that day or not.
- At the end of each half term, the DSL and DDSL will check absences for patterns.
- If a family is presenting with a pattern of absences then the Designated Safeguarding Lead (Laura Bryson) will investigate further, contacting parents if and when necessary.