Engage Academy Attendance Flow Chart

**Stage 1: First day of absence**

Contact not made: entered onto School Pod and text message sent to parent/carers asking them to contact PRU.

Contact made: Phone call made to parent/carers by an IW and contact entered onto School Pod. If no reason for absence arrangements made to collect pupil.

Any pupils at section 17/47/LAC – contact will be made to the social worker or refer and respond team if parents are not contactable.

**Stage 2: Second day of absence**

Contact not made: further text message sent. Home visit made by IW.

Contact made: Phone call made to parent/carers by an IW and contact entered onto School Pod. If no reason for absence arrangements made to collect pupil.

**Stage 3: Further absence**

Daily phone calls to update. If absence seems questionable then arrangements to be made for pupil to return to school. After 5 days absence regardless of phone contact it may be necessary to make a home visit as a welfare check.

Any pupils at section 17/47/LAC – contact will be made to the social worker or refer and respond team if parents are not contactable.