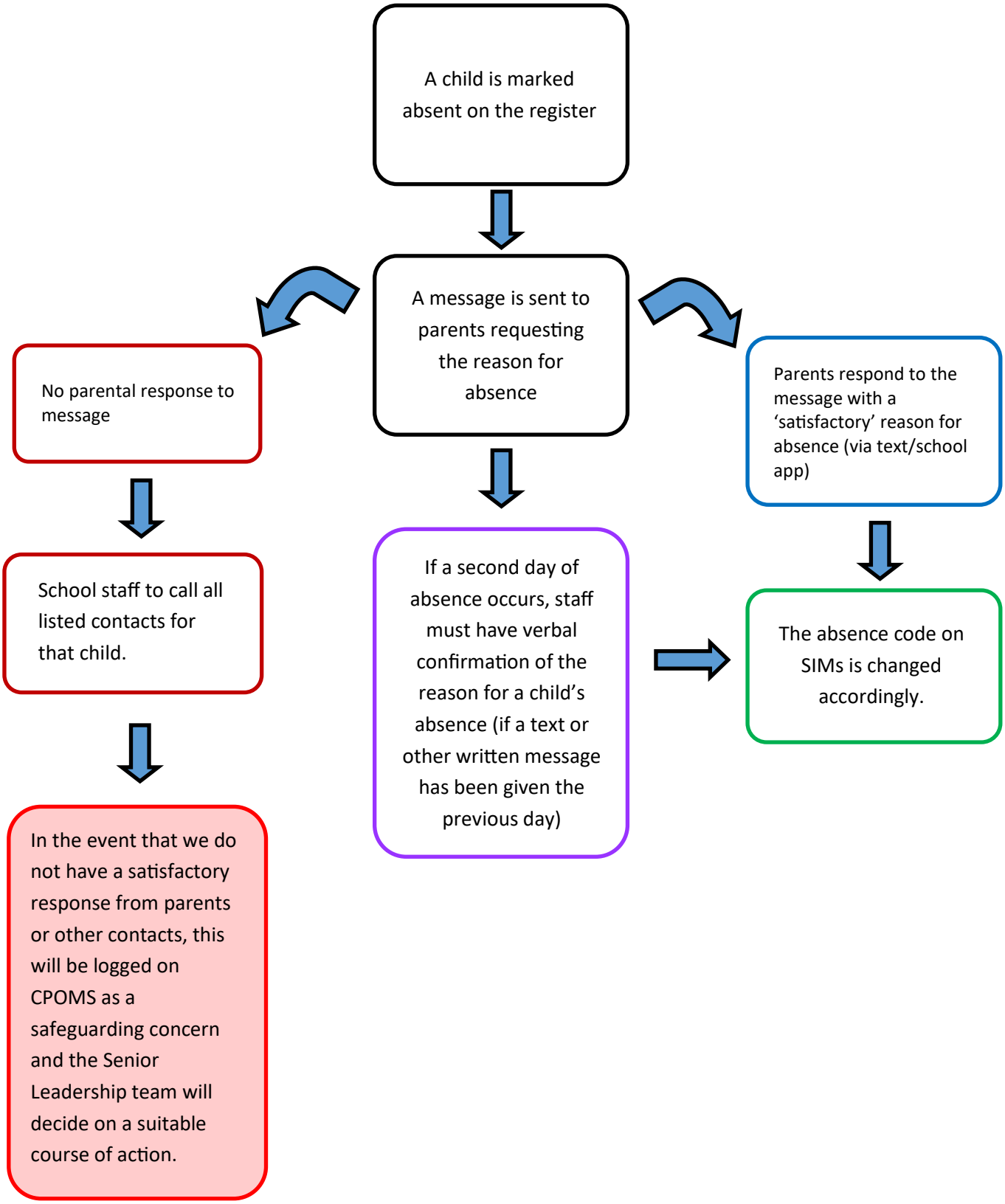
A child is marked absent on the register
A message is sent to parents requesting the reason for absence
No parental response to message
School staff to call all listed contacts for that child.
In the event that we do not have a satisfactory response from parents or other contacts, this will be logged on CPOMS as a safeguarding concern and the Senior Leadership team will decide on a suitable course of action.
If a second day of absence occurs, staff must have verbal confirmation of the reason for a child's absence (if a text or other written message has been given the previous day)
Parents respond to the message with a 'satisfactory' reason for absence (via text/school app)
The absence code on SIMs is changed accordingly.