**Cavalry Primary School**

**Procedure for following up pupil absence.**

When a child is not able to attend school, parents must contact the school office by phoning 01354 652814 or emailing admin@cavalryprimary.org between 8.30 and 9.00 a.m.

At 9.00 a.m. registers are completed and office staff update reasons for absence, checking for phone calls and emails from parents.

If no explanation for absence has been received by 9.15 a.m., office staff will telephone parents. If parents cannot be contacted, we will call other contacts from the child’s contact list.

Following phone calls, if no contact can be made to explain the child’s absence, two members of staff from the school will carry out a home visit. This ensures that we have carried out our duty under our safeguarding policy to ensure the welfare of all children on the school roll. If we have any concerns about your child’s wellbeing, we will ask to see your child.

If there is nobody at home when we call, we will leave a note asking you to contact the school as a matter of urgency. We will expect to hear from the parent within one hour of the home visit.

All staff have access to our ‘watch list’ of children who have low attendance or who are known to be vulnerable for any reason. For these children, if an hour has passed since our home visit and there is still no contact from the child’s parent, we will telephone the police or the social services duty team to request an urgent welfare check.