

Children to arrive at school between 8:40am and 8:50am

The class teacher takes the register up until the gates close and must ensure all children coming in through the gates are signed in.

Gates close at 8:50am prompt and children arriving after this time must come through the office and sign in via Inventry. Parents must accompany their child unless they walk alone.

All registers will be completed by the teacher by 9am.

Attendance team to update registers with lates from Inventry.

**Attendance team complete first response**

- Check children present/absent for each class
- Continue to update marks from Inventry and any phone calls/messages/emails sent in by parents with reasons for their child's absence and npte on SIMS with the correct code.
- Note down any children absent. Double check with class teachers that the child wasn't dawdling before ringing home.
- If children are absent with no reason yet provided then a phone call is made home.

**All children must be accounted for every day**

Once a valid reason has been given the register will be updated in SIMS using the appropriate code.

If we are unable to make contact then a voicemail will be left and a text message sent asking to contact school immediately.

If we receive a response within 30 minutes SIMS/CPOMS will be updated to reflect this.

If we receive no contact after 30 minutes, a further phone call and text message will be sent.

If the family have an allocated worker then they will be contacted by the DSL to update them about the child's absence. This information will also be logged on CPOMS.

If no response after the second attempt at contact then a home visit will be carried out by a member of SGL. If contact is made at home then the registers will be updated and this should be logged on CPOMS. If there is no answer at home then a note will be posted asking the family to contact school immediately. This will be followed up with a direct conversation with the parent the next day. **The Headteacher should always be informed of any home visits being carried out.**