Pupil is absent from school:

On holiday:

Parent completed a holiday form:

Yes / **No**

No → Follow "children missing from education" procedure.

Yes ↓

Request not authorised:

Parents are notified. Class teacher is notified.

Absence recorded appropriately.

If child does not return, follow "children missing from education" procedure.

Medical appointment:

Parent should notify school of date and time of appointment in advance:

Absence recorded appropriately.

Sickness or other:

Parent notifies school:

Yes → Absence recorded appropriately.

No → Office Manager contacts parent and contact made.

Yes → Absence recorded appropriately after reason given.

No → Keeps telephoning and sends text messages.

Telephone other contacts on contact list.

Yes → Absence recorded appropriately after reason given.

Home visit made on the first day.

No → Follow "children missing from education" procedure.