

First day of pupil absence

First day call to be made by school office
by 10.00am to all contact numbers

No response?

A home visit that day by HT, PSA, AHT or DHT or other staff
member or call to social care
(Immediately if the pupil is a vulnerable child)

No answer at home visit?

House appears empty

Leave a card or note requesting
contact with school ASAP

Ring again that day. Collect
information from family either by
phone or in person and record in SEN

If still no response, consult HT
regarding completing CME referral
or involving Police – welfare check

House appears occupied

Leave a card requesting contact with
school ASAP or social care/police
involvement

Ring again that day and make another
home visit if needed and record in SEN
file

Collect information from family
either by phone or in person and
record in SEN File

A Home
Visit will
occur at
any stage
if there is a
concerns.

