



# Attendance Flow chart

## Register Process

Register opens at 8:45am

Children who are physically present are marked "present" (Code: /)  
Any child arriving later than 8:55am is marked "present-late" (Code: L)

Register closes at 9:15am (no later than 30 minutes after register opened)  
All children arriving after 9:15am are marked "Absent" (Code: U)

For children marked absent, school should check messages on answer phone, emails, in-app/text messages, staff on gates and then recode the pupils with the necessary code. e.g "B" - off-site educational activity; "P" - participating in sports activity; "C" - illness, "M" - medical appointments; "E" - excluded

See: *DfE Working together to improve school attendance (May 2022)\**  
All other absences with no reason must be marked 'N'

School to send automated message (using dojo) informing parents/carers of children now marked Absent - 'N'

Schools must have at least two contact names and numbers for all students

*\* New DfE Working together to improve school attendance guidance applies from August 2024*

If no reply from parents/carers within 60 minutes of message being sent, Attendance Officer must telephone parents/carers. If there is no answer please leave a message.

Should there be no contact from primary carers, school will contact other listed contacts for information. A home visit will be conducted if no response from any of the contacts to check on the welfare of the child.

If the child has a social worker they should also be contacted immediately and informed of their absence.  
School to contact emergency contacts/perform a home visit.  
Record on CPOMs.  
School should complete MASH referral and actively consider contacting the police to report a missing child.

At the end of the week - run a 'N' code and report and email parents for a chance for the mark to change to an authorised mark.

After a further five days, if no satisfactory explanation, 'N' codes must be recorded as (Code: O) unauthorised