



Attendance Process

Tutors mark attendance via register in Base by **09:00** marking student's either Present or Absent.



Attendance Officers will take voicemails and emails for student absences and will record on registers with relevant codes and comments.

Base Tutors/Teaching Staff will mark late arrivals and will record on the register with any comments necessary.



If no contact or reason for absence is communicated from student's home by **10:00** when absence report is run, then Attendance Officers will make Safe-guarding calls home by **11:15**.



Home Visits will be made to pupils on day 3 of absence without contact.

Social Workers will be notified of an absence of any kind.



Follow up action will be assessed by Attendance Officers/Deputy Head and Head Of Year as required.