



Knightwood Primary School attendance Flowchart

Schools starts and gates open at 8.30am
School gates close at 8.40am. Children who arrive after this time will need to enter school via the main door and sign in at office.
Any children who arrives after the gates close but before then end of registration 8.50am will receive a late mark (L code)
Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with Local Authority and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence
If a child is absent for any reason this MUST be reported to the school office before 9.30am. A reason must be given for each day's absence
If no reason has been given for a child's absence by 9.30am then the school office will call the parent/carer at home.
If no contact is made with the parent/carer a voice message will be left (or email sent if no voice mail facility is available) to contact the school as soon as possible giving a reason for the child's absence
If parents have not contacted the school office by 10.30am a second call will be made. If no contact is made then a message will be left for the parent or carer to contact the school office by 11am. It may be considered that a safe and well visit is appropriate – this is where school staff visit the home to check the child is safe.
Safe and well visit - if there is no answer at the home a letter will be posted through the door explaining that if the school have not heard from the family then school may contact the police/local authority.
If no contact is made after three days, the school will start the child missing in education procedure.