



Pupil Attendance Action Plan

Attendance concern	Action	Who	When	Monitored
Pupil arrives late, but before close of register	Mark pupil late on register <i>All entry doors will be closed and locked at 8.55am</i>	Class teacher	After 8.55am	HT/DHT
Pupil arrives late, after close of register	Family member to bring pupil to main reception, check in with a member of staff and sign in	Admin on duty or available member of staff	After 9.20am	HT/DHT
Pupil absent 9.30am	Dojo message sent requesting reason for absence	Admin Team	By 10.00am	HT/DHT
Pupil absent 12.00pm	Phone call made to parent/ guardian	Admin Team	By 12.30pm	HT/DHT
Pupil absent all day- no response/ reason given	Education Welfare Officer informed by Deputy Head Teacher or Head Teacher	EWO/HT/DHT	By 2.30pm	HT/DHT
Pupil absent three or more days- no contact made	Home visit by EWO or Deputy Head Teacher or Head Teacher	EWO/DHT	4 th day of absence or before	HT/DHT