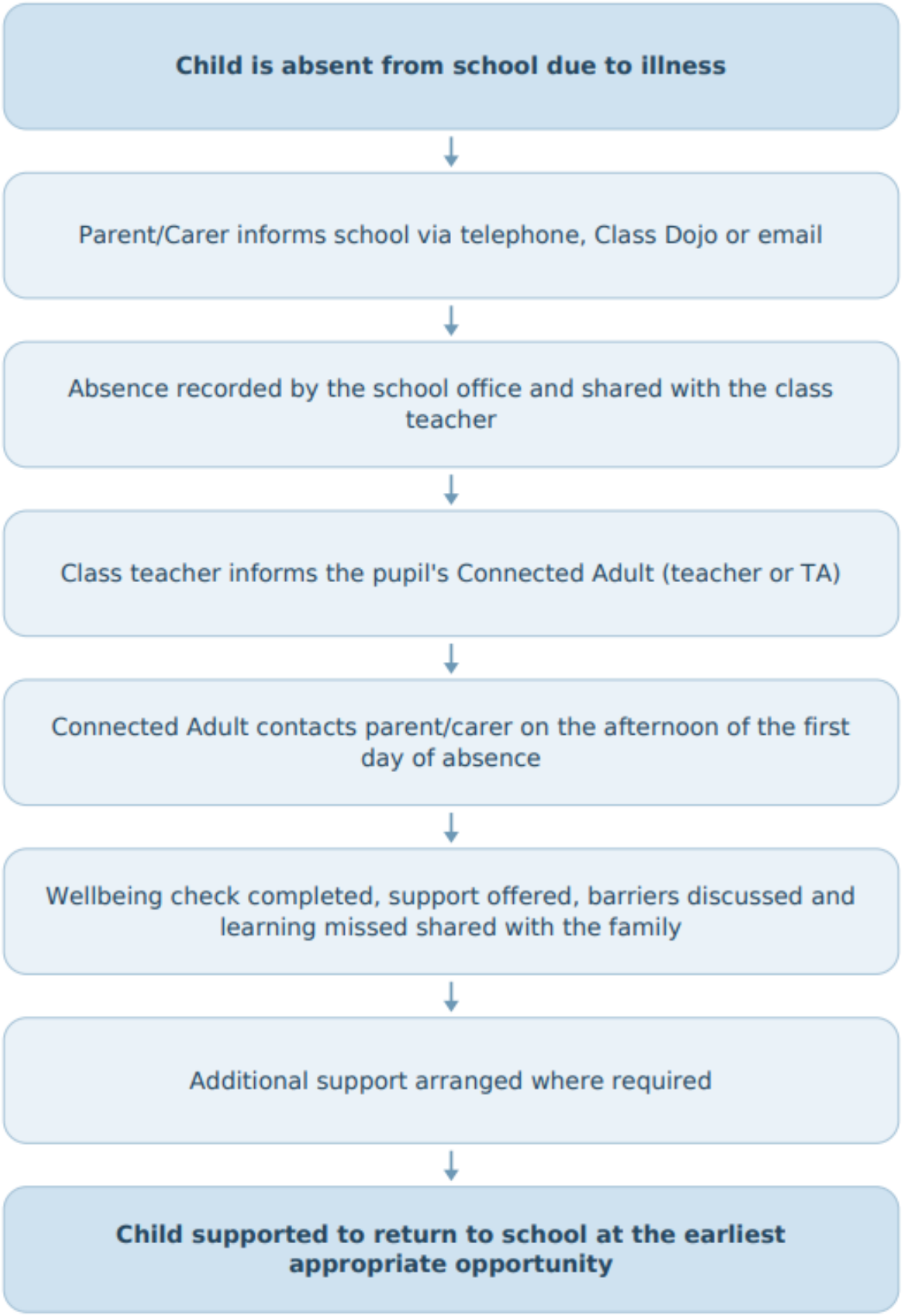
First Day Absence Follow-Up Process



Procedure

When a child is absent due to illness, parents/carers should notify the school by telephone, Class Dojo or email. The absence is recorded by the school office and shared with the class teacher. The class teacher then informs the pupil's Connected Adult. On the afternoon of the first day of absence, the Connected Adult makes contact with the family to check on the child's wellbeing, offer support, discuss any barriers to returning to school and share key learning that has taken place during the day. Where additional support is required, appropriate actions are implemented to facilitate a successful return to school.