

# Chart 1 of procedures

Child is on roll but not attending

Academy to attempt to make contact with family no later than day 3, best practice day 1

Days 0 – 10 Academy should continue to make efforts to engage with the family; recording their contact: telephone conversations, texts, e-mails, letters, visits (when appropriate) in a timely fashion

Academy makes contact with parent/carer and legitimate reason given supported with medical evidence if required

## Whereabouts known

But not attending education or engaging with Academy

## Whereabouts unknown

After full efforts to make contact with the family

Child and family meet threshold for Early Help through the Family Service (level 3 Pathway to Provision) make a referral to the Early help Unit

Absence meets threshold for Enforcement Action as outlined in the Torbay Policy

## Referral is made to Safeguarding Hub

No later than 10<sup>th</sup> day when there is no explanation for absence and above checks have been completed