



# Unexplained Absence Processes

In Line with MC 5a - *A Positive Approach to the Promotion of Attendance in Glasgow Schools*, the following process outlines our steps to reduce the number of children that are absent due to unexplained reasons.

## EMAIL

At approximately 10:00 each day, an automated email will be sent to all families where we do not have a reason for the absence.

At this point, parents are expected to make contact with the school to provide a reason for absence.

1



## CLERICAL CONTACT

If no update has been received regarding the reason for absence, The clerical team will make a courtesy phone-call to the parent/carer in order to gather a reason for absence.

2



## SLT CONTACT

If step 1 and 2 have been unsuccessful, the absence information will be passed onto the Senior Leadership Team. SLT will conduct a welfare check in order to offer support to the family.

3



## REQUEST FOR SUPPORT

If step 1,2 and 3 are unsucessful, external agencies will be contacted in order to provide support to the family.

4