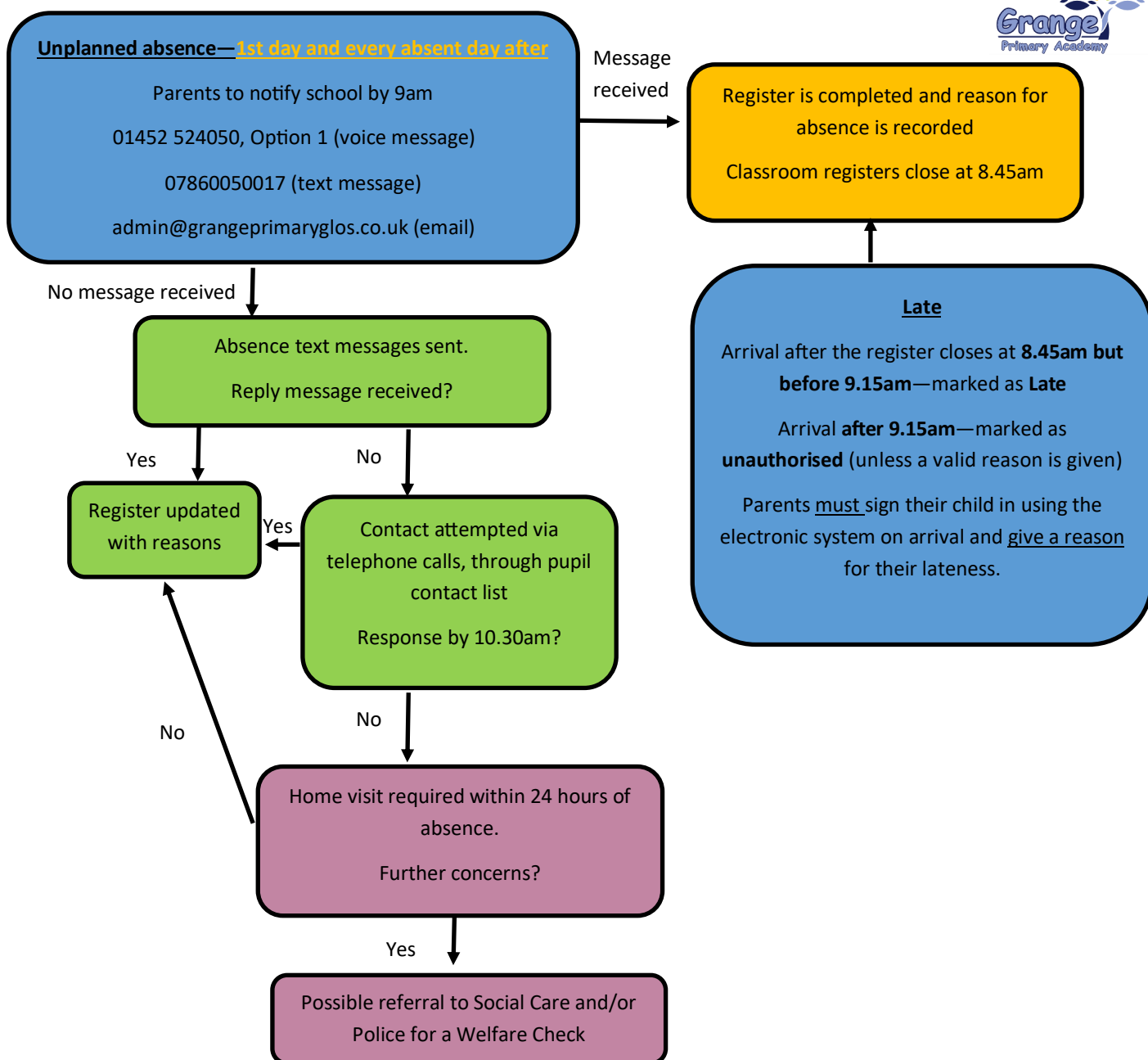


# A Guide for Daily Attendance Processes for Parents



**No reason given for absences**

A letter will be sent home.

Should no reason be given for an absence after 5 days of the date of absence, then the absence will be marked as **unauthorised**.

**REGISTERS SESSIONS**

The register is taken twice a day. There are 2 registration sessions per day.

- Continued concerns**
- Home visit from the 3rd day of an unexplained absence or if unsatisfied with the reason for an absence
- Child Missing in Education (CME)**
- Missing for 10 school days
  - Home visit required