

Respect. Confidence. Support. Friendship. Kindness. Being Safe.
Honesty. Happiness



Richmond Hill Primary School

Attendance Protocol Flowchart

Day 1 of absence:

Alison to send Absence text (unless vulnerable or persistent absentee, then call ASAP)

According to our Register #NAME is not in school today. Would you please call with the reason for this absence outlining symptoms clearly.



Day 2 of absence:

Alison to call and send absence text

Hi there, it's Richmond Hill School. Just checking in that everything is okay as XXX hasn't been marked in the register.



Day 3 of absence:

Alison to call and send 'Protocol' text if no answer.

Hi, we have been trying to contact you about #NAME's absence this week. Please call the school to have a chat with us about this. Thanks, RHS



Day 4 of absence:

Alison to call contact #1, if no answer, then call contact 2.

Hello, we've been trying to talk to someone about #NAME's absence this week, but we've had no answer, please call us back when you can so we can support you.



Day 5 of absence:

Alison to call, if no answer, 'Urgent Contact' text and home visit.

We haven't heard from you about #NAME all week. The situation is now extremely urgent and could result in a home visit. Please call us on 01697320650.

Please Note:

A door step visit may be carried out before day 5 if school feels it necessary.