# Indie Education Attendance Flow Chart

Start

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Learner is absent

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Parent / Carer notifies Indie Education By 9:15AM

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Is reason for absence Provided

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College will Attempt Contact on Day 1

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Refer to DFE guidance on coding and mark correctly

Unauthorized Absence

Home Visit will take place if safeguarding concerns are around that learner / CP Plan or Liese with external professionals involved on Day 1

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Absence of 5 days or more without contact will trigger a safe and well check and safeguarding procedures.

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If back by the 5th day We will monitor attendance closely and implement targets and steps towards increasing attendance. Working with families and agencies.

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Absence of 10 days or more (consecutive or cumulative) will be reported to the Local Authority. Over a 10-week Period

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If back by the 10th day We will monitor attendance closely and implement targets and steps towards increasing attendance. Working with families and agencies.