

The Holden School Daily Attendance Process 2026

Student Arrives at school by LA transport/home arrangements	The Pastoral team marshal vehicles and mark student's arrival on the transport register	Class team collect student and mark attendance on iSAMS register and communicate any absence information they have received	Pastoral team sign students in on Sign in App and pass transport register to administrative staff
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Administrative Staff - Checks the transport register, isams register and sign in app all match up (queries if not) - Receive Welfare Call - CLA - Receives calls in from parents/carers around absences	Family Liaison Officer Makes absence enquiries with parents/carers	Family Liaison Officer Email Absences - Relevant SLT - Wider Safeguarding Team
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Family Liaison Officer Follow-Up - Analyse attendance patterns - Offer immediate support - Identify barriers and solutions – speak with parents/carers - Consider child/family circumstances	When absence patterns emerge and are identified FLO to open internal Attendance Plan with parent/carer input where progress and support can be tracked and monitored.
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When absence increases to persistent and severe, outside agency input is considered for the best possible outcomes for the CYP and family.	Relevant action/escalation is taken - Consult with parents/carers about the next step in the process - Inform Local Authority - Consider; Early Help/Family Help/CSC referral - Update Headteacher and SENDCo
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