

Future Roots Absence Monitoring Process 2025-2026

Daily Attendance Check – Term Time

Phone & e mail checked before 9:00 a.m. for any parent/carers messages regarding non-attendance



Morning Meeting

(discuss any potential or known non attendees)



Young People arrive between 9:15 and 9:45



From 9.45 and by 10:00 a.m. Register/Attendance check undertaken
(Office)



By 10:00 any non-planned or unexpected absences reported to School/Referring agency



Follow up checks with Parent / Carer and YP where indicated



Sustained non-attendance or specific pattern non-attendance triggers discussion with the School/Referring agency

Where there is a concern about specific non-attendance reasons and or who a young person might be associating with when absent triggers a concern log and/or discussion with CHAD – Children's Advice & Duty Service. If there is concern about immediate harm then the relevant MASH must be informed.