

**Truancy Process (Behaviour Policy Appendix Updated 18/10/21)**

**Missing  
Student  
Alert**

- Teacher notifies 'on call' of any student not in class that have been in previous lessons that day via 'Missing student' option on Classcharts.
- Student reception notify 'on call' of missing student
- On call check for student's location and determine whether they are truanting

**Immediate  
Actions**

- Student placed in IEX for remainder of the day and issued C4 detention
- Student completes truancy reflection sheet

**Consequence**

- HOY to discuss with student reasons for truancy using reflection sheet
  - Letter & phone call home to parents to inform them of truancy
  - Student has loss of social time until parent attends meeting
  - Parental meeting and student on punctuality report for two weeks
-