



## Truancy Call Flowchart

**From 8am CHECK MESSAGES**  
ABS Email and Absent line voicemail  
Absent line info - [555 - 257 - 141299#](tel:555-257-141299#)  
Any attendance related updates to be emailed to [abs@rwba.org.uk](mailto:abs@rwba.org.uk)

**RECORD ABSENCES ON SIMS**  
FOCUS - LESSON MONITOR - EDIT MARKS – SEARCH INDIVIDUAL STUDENTS – APPLY APPROPRIATE ATTENDANCE MARK AND ADD REASONING COMMENT - SAVE  
Once completed ABS emails to be moved to completed folder  
COVID related illness – Record on SIMs as X and 8 – Update COVID spreadsheet  
Mental health and safeguarding concerns to be forwarded to year team

**BETWEEN 9.10 AND 10.10**  
Check The Pod, IER and late sign in book – Update SIMS

**CHECK STUDENTS WITH 'N' CODE**  
FOCUS - LESSON MONITOR - EDIT MARKS - SELECT YEAR GROUP (tick box show only students with unexplained absences, found at the top of the student list) - SEARCH FOR EACH YEAR GROUP -  
Email each year group (HOY/SM Year 7-13) list of students with 'N' marks – HOY/SM to check and confirm students to have Truancy sent via Intouch.  
**HOY/SM TO RESPOND BY 10.30AM**

**TRUANCY CALL (INTOUCH)**  
Send out Truancy call to parental contacts  
FOCUS – LESSON MONITOR – UNAUTHORISED ABSENCES (IN TOUCH) – TICK SELECTED STUDENTS FOR TRUANCY – SEND AND RECORD OPTION  
Please note that truancy call can ONLY be sent with 'N' marks.

**THROUGHOUT THE DAY**  
Check responses to truancy call on SIMs, ABS email and absence line voicemail - UPDATE ON SIMS

**END OF THE DAY**  
No response received from truancy call – mark as 'O' unauthorised and add comment

Attendance Officer – Claire Fisher