Attendance Policy

Clarity Independent School

Bridge Barn Farm
Woodhill Road
Sandon
CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and care-givers to keep children safe."

Clarity Safeguarding Policy September 2023

Written by Debbie Hanson

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Updated by Name: Debbie Hanson

1. Aims

Clarity Independent school aims to meet its obligations with regards to school attendance and keeping children safe by:

- Maximising attendance of all pupils, ensuring maximum learning opportunities.
- Providing an environment which encourages regular attendance and makes attendance and punctuality a priority for all.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence and provide support and nurture for families where necessary.
- Building and maintaining strong relationships with families to support attendance.
- Creating a culture that promotes the responsibility for monitoring attendance as a duty of all staff.

Keeping Children Safe in Education, Annex B, details the importance of good attendance at school:

*"All staff should be aware that children absent from education, particularly repeatedly and/or for prolonged periods, and children missing education can act as a **vital warning sign of a range of safeguarding possibilities**. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so- called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future."*

Keeping Children Safe in Education 2023 clarifies the following terms as:

'Children absent from education' – are children on the school roll but who are regularly not attending.
'Children missing education' – are children not on roll at any school or being educated elsewhere.

We will also support parents to perform their legal duty to ensure their children attend regularly and will promote and support punctuality in attending lessons. A target of 95% attendance is set for all pupils, whilst realising that for pupils with special educational needs and disabilities, along with social emotional mental health needs, this needs a highly supportive, nurturing, more concessional approach for them and their families.

With this in mind, specific attendance targets are set for pupils based on meeting their needs and improving their attendance *towards* meeting National average attendance targets. This is at the discretion of the Headteacher.

2. Legislation and guidance

- o The Children Act 1989
- o The Education Act 1996
- o The Education Act 2002
- o Essex Code of Conduct. Penalty Notices for Parents of Truants and Parents of Pupils Excluded from school, Anti-Social Behaviour Act 2003.
- o The Education and Inspections Act 2006
- o The Education (Pupil Registration) (England) Regulations 2006
- o The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- o The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- o The Sentencing Act 2020
- o Working together to improve school attendance, DfE 2022.
- o Keeping Children Safe in Education 2023.
- o ECC. Let's Talk We Miss You: Best Practice and Guidance for Maximising School Attendance including EBSA. 2023.

Although Independent Schools are able to set their own attendance rules, this policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

Authorised / unauthorised absence is at the discretion of the Head Teacher.

3. School procedures

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at 9.15am each school day by a member of the teaching team and 1pm during each afternoon by a member of the office team who co-ordinate and monitor any absences, appointments or offsite visits. The children's attendance will be registered on Arbor by the school office, and an automated report issued for the fire register, and placed by the front door in case of emergency evacuation. It will mark whether every pupil is:

• Present

• Attending an approved offsite educational activity

• Absent

• Unable to attend due to exceptional circumstances

(Please see Section 7.4 for further attendance codes.)

Pupils must arrive in school by 9.00 am on each school day. Children will be marked late if they are not present at school and registered by 9.15am. A log will be kept on the school's information system, Arbor, of children who are persistently late (not due to Local Authority transport reasons).

During transition periods, or periods of reintegration after a long-term absence, pupils might be on a reduced timetable to build up attendance gradually with the aim of working towards full-time attendance. In these cases, a pupil whose agreed attendance begins after 9:15am will be marked present on arrival. A new fire register (Red folder) will be generated to replace the existing one showing all pupils who are present in the building. Any entries on the initial register showing a pupil who has left school early will be transferred to the updated register. Where a pupil's reduced timetable includes leaving before 3:00pm, the Keyworker will write on the fire register against the relevant pupil's name to show 'Home' and the time the pupil has left the premises.

When children attend a trip provided by the school, which leaves from the school premises following registration and returns before the end of the school day, the Keyworker will sign the children out and back in on the Trip register (blue folder).

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00am or as soon as practically possible (see also section 6). The school office will phone parents / carers at 9.30am on a daily basis when the reason for the absence is unknown.

Parents should also provide a written explanation of absence on their child's return to school, using the Reporting Absence Retrospectively Form (please see Appendix 2). If any member of staff is concerned about a child's absence, the Head Teacher should be informed.

The Head Teacher will decide whether to accept the explanation offered afterwards and authorise the absence (please see below).

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance written notice is required for authorising these absences. Written confirmation of these appointments is also requested in the form of an appointment card of letter from the medical practitioner.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and attend school for the rest of the day.

Applications for other types of absence in term time must also be made in advance, in writing to the Head Teacher. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Following up absence

The school office will follow up any absences within 30 minutes of the agreed arrival time for morning registration. This reduces to within 15 minutes for those pupils on a transition timetable whose agreed arrival is after 9:15am.   If no contact is made or reason given for absence, the office will alert the Attendance Lead to investigate the absence further by continuing to make contact with parents/carers at regular intervals until successful communication can be made to ascertain the reason. This will enable proper safeguarding action to be taken by the safeguarding team where necessary. The Headteacher will also be alerted to identify whether the absence is approved or not and identify the correct attendance code to use. Where parents/carers do not respond to efforts to be contacted, the office will be alerted to record the absence as unauthorised until contact is established and further information is gained that might allow for the code to be changed.

Parents are requested to use the Reporting Absence Retrospectively Form (see Appendix 2) by a member of the admin team, to report absence when the child returns to school. It is essential that we gain contact with parents / care-givers to ensure their child is safe, and this is our duty of care as well as being a statutory requirement placed on the school.

If we cannot gain contact with parents / care-givers, we will follow the Essex County Council procedure for contacting parents; 'Essex County Council Step by Step Guide to First Day Calling' (please see Appendix 3 for more information.)

3.5 Reporting to parents

All absences, both authorised and unauthorised, will be reported to the parents at the end of the academic year within their child's end of year report. During the year, the parents and child will receive regular feedback, support and opportunities to discuss how to improve the child's attendance, if there are attendance concerns. Please see below regarding attendance support plans.

4. Authorised, unauthorised and continued absence

The decision to authorise absence rests with the Head Teacher.

Authorised absences

These are absences where the school gives permission for a child to be away in advance, or accepts the explanation offered afterwards. These include being absent due to illness, a funeral, a medical appointment or a religious observance for example.

The following types of absence may be marked as authorised:

- Leave of absence authorised by the Head Teacher (such as time off due to bereavement).
- Illness: you must notify your child's school on the morning of their first day of absence.
- Medical or dental appointments, although you should try to arrange these outside school hours if possible.
- Religious observance.
- Gypsy, Roma and Traveller absence when the family is travelling for occupational purposes.
- Offsite educational activities: this could include music, dance or drama exams, or participation in a sporting event. Approval is at the Head Teacher's discretion.
- Exceptional circumstances only; time away under extenuating circumstances, authorised by the Head Teacher, who will specify how many days are approved.

Once the absence is authorised / unauthorised, the Office staff enter it into the school office calendar.

Any requests for authorised absence should be put in writing to the Head Teacher on the school's '**Application for Authorised Absence from School During Term Time**' request form (please see Appendix 1). This is also available from the school office or on the School's website.

Unauthorised absences

Certain types of absence will be marked as unauthorised, unless there are exceptional circumstances, agreed by the Head Teacher. Parents have a [legal responsibility](#) to ensure their child attends school (unless they have formally registered as home educating), and local authorities can bring legal action against families where attendance levels cause concern. By advising you that the Head Teacher cannot authorise an absence that you may apply for in advance, we are helping to protect you against such action.

Unauthorised absences are those **not** approved by the school, and typically include:

- Holidays and outings
- Absences with no explanation or where the reason provided has not been evidenced
- Long, persistent absences where there is little or no attempt to work with school and outside agencies to support the child back into school
- Long, persistent absences stating illness as the reason, where no diagnosis of illness or treatment has been obtained / given

If your child is late to school and the registers have closed, it will be marked as an unauthorised absence. If they arrive later in the morning, this will be changed to being marked as 'late' as long as a satisfactory reason for the lateness has been given.

At times, the Head Teacher may choose to authorise absences in unusual, exceptional circumstances; however, a school with lots of unauthorised absence is likely to come under scrutiny from both regulatory bodies and the local authority.

Please note, excessive, unauthorised absence may result in your child losing their place at the school.

Continued, long-term absence

It is a parent's (or legal Care-giver's) responsibility to make sure their child attends a school to access their education *every term-time day*, unless they have formally registered to home educate.

Authorised long-term absence: In periods of authorised absence from school where the child is well enough to learn at home, it is the expectation that home learning will take place because it is important the children continue their education every term-time day. Please see our 'Home Learning Policy' for how we will put this into place to support the child's education whilst they are away from school.

Valid long-term health problems: Sometimes, absence may persist for very valid reasons, such as a long-term health problem. This is where an illness (including mental health) has been diagnosed by a qualified, accredited medical professional, and they have advised that the child is not able to attend school and is therefore being supported and treated by the NHS or other accredited medical professional, with a view to returning.

Non-valid long-term absence explanations: Please note, the school will *not* accept explanations of long-term illnesses, which have *not* been diagnosed by a medical professional and / or which are *not* being supported / treated by medical professionals, as a valid reason for absence and may discuss this with the parent / care-giver as a cause for concern and report it to the safeguarding children's board.

Medical documentation: If the child is absent for more than 5 consecutive school days, the parent / care-giver is requested to provide medical documentation or a description of what has been put into place, to reassure the school that the child has seen the doctor for a diagnosis, the appropriate medical treatment is being sought to care for the child in their absence from school and to support them back to school. Records of this are stored on the school's information system, Arbor. Medical documentation includes (but is not limited to) examples such as a doctor appointment card, letter, medical certificate or diagnostic letter etc. This evidence is necessary for us to satisfy our safeguarding duty of care that the child is receiving medical attention where necessary.

Persistent, unauthorised absence: If the child is persistently absent for no authorised reason, an attendance team, which may consist of the Head Teacher, Deputy, DSL, SENDCO and members of the Local Authority e.g. Education Welfare's Officer[1] (Attendance Compliance Officer), will work with the family to:

1. Listen and validate the reasons provided for absence
2. Ensure medical support has been sought and continued, and assist with this where we can
3. Support them to safeguard the child whilst they are absent
4. Support the family to encourage the child back to school, applying the appropriate strategies
5. Work with the family to improve the child's attendance by making an 'Attendance Support Plan' where necessary

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[1] Contact for education welfare / attendance team at Essex County Council:
Liz Newton (or Mid Attendance Team)
Email - midattendance@essex.gov.uk, Telephone - 0333 032 2968

Please note, where the primary concern for persistent absence is of a safeguarding nature, the Attendance Support Plan will be conducted and evidence of support recorded via the school's safeguarding record system; CPOMS.

An 'Attendance Support Plan': This places the emphasis on identifying barriers to consistent attendance and then provides targeted interventions and support to help the child, along with their parents / care-givers, to improve the child's attendance. This is a voluntary, signed, written agreement between all parties and the child, to agree the ways which all parties will work together to improve the child's attendance. During this process, it is expected that the parent / care-giver and child will work with the school to follow the 'Attendance Support Plan' to support the child e.g. with medical care and accessing their education from home and promote the child's return to school as soon as possible.

Not following the Attendance Support Plan: The school does *not* support long-term absence, where there is no aim of returning to school or no agreement to make, agree to and follow an 'Attendance Support Plan'. Ultimately, if their child continues to miss school, The Local Authority may take legal action against the parent / care-giver, which may involve penalties, fines or a custodial sentence.

Consequences of persistent unauthorised absence or Irregular School Attendance (ISA) can result in the following actions by the Local Authority:
- The issuing of a parenting order compelling them to do what the court says to improve their child's attendance;
- Penalty notices. The penalty for each parent issued with a Penalty Notice is £120 for each child unless paid within 21 days of the receipt of the notice where it is reduced to £60. If the penalty is unpaid after 28 days, court proceedings can be initiated by the Attendance Compliance Team at the Local Authority.
- Further prosecution could lead to a community service order, a fine of up to £2,500, or a custodial sentence of up to three months.

The decision over whether to issue a Truancy Penalty Notice rests with the Head Teacher, although in some areas local authorities issue them automatically. The Local Authority (and not the individual school) impose the penalty and receive the money.

The decision to issue a penalty notice will follow the Local Authority's code of conduct for issuing penalty notices. This may take into account:

- the number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

In addition, ***persistent absence may result in the Local Authority withdrawing their agreement with the school on funding the child's place***. In such cases, we may need to discuss the termination of the school placement with the parent / care-giver.

5. Strategies for promoting attendance

Children who achieve 100% attendance will be presented with certificates and receive a special award. Attendance is discussed at the Annual Review of the EHCP plan.
The school's Mission Statement states that we aim to, "Provide for the children's needs, to enable them to enjoy learning, love being here, and be excited to come to school each day."
The school believes that internal motivation is the best strategy for promoting attendance.

Parents / care-givers will be reminded regularly about the importance of children attending school every term-time day, unless they are poorly and need to see a doctor or have another authorised reason.

6. Monitoring and analysing attendance data

The Senior Leadership Team monitors pupil absence on a half termly basis to establish patterns of irregular attendance. This will include pupils with incomplete weeks, lateness and periods of extended absence. Early intervention will be used if patterns of absence or irregular attendance emerge and a graduated approach to assess, plan, do and review will be implemented to assess the actions and impact of initial actions. In support of this, Attendance Difficulty Rating Scales can be issued to parents and pupils to highlight barriers to attendance. If concerns are raised by the analysis, continued parent contact will occur either through telephone calls or formal letters. In collaboration with the pupil and family and if early intervention has been unsuccessful, Attendance Support Plans and support from external agencies can be used as tools to support an improvement in attendance.

7. Roles and responsibilities

7.0 Parents

- To perform their legal duty to ensure their children attend school regularly
- Promote and support punctuality in attending school and lessons.
- A target of 95% attendance is set for all pupils, whilst realising that for pupils with special educational needs and disabilities, along with social emotional mental health

needs, this needs a highly supportive, nurturing, more concessional approach for them and their families.

- Report absence to the school office (01245 408 606) on the day of absence by 9.15am at the latest.
- Request the authorisation of absence for unavoidable term time appointments, 1 week before, using the relevant form in Appendix 1, or retrospectively where necessary in the case of an emergency, using form in Appendix 2.
- Promote the importance of education to their children, as a healthy way of living, and a way of increasing life chances and opportunities both now and for their futures.
- Supporting their children to attend school through establishing and maintaining healthy, consistent, weekly and daily routines which facilitate attendance at school.
- Work with the school to identify barriers to attendance and support their child in making and maintaining an attendance support plan, where this becomes necessary.
- Working with the school, providing safeguarding information about their child's wellbeing, if the child unable to come to school.
- Support their child with medical and therapeutic intervention, updating school on progress, during any period of absence, with the intention of supporting the child's needs and removing barriers to regain good attendance.

7.1 The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the DfE. The headteacher, in collaboration with the Attendance Lead, also ensures that staff have the training and skills to perform their roles in promoting and monitoring attendance.

7.2 Office Staff

- Monitoring the answerphone and office emails for messages before 9am from parents notifying of their child's absence and passing these messages onto teaching staff
- Taking calls after 9am from parents / care-givers about absence and reasons for absence / liaising by email with them if before 9am
- Recording attendance on Arbor and communications on CPOMS
- Gaining contact with parents / care-giver when a child has not come to school by 9.30am every day until their return.
- Following the guidance instructions on the 'Persistent Attendance Log' page 1 and passing on this information, daily, to the Class Teachers.
- Alerting the SENDCO (as Attendance Lead), and Headteacher.

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Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 admin@clarity.essex.sch.uk DfE number 881/6073

- Liaising with Class Teachers, DSL, SENDCO, Deputy and cc Head regarding reasons for absence via CPOMS
- If the Office Staff are working from home, they continue with this role as usual
- If the Office Staff are absent from work and not able to work from home, their responsibilities rest with the Deputy Head
- Updating the attendance log on Arbor

7.3 Class Teachers

Class teachers are responsible for:

- Recording attendance on a daily basis in the register
- Passing the information on to the Office Staff to be entered into Arbor and the persistent absence log if applicable
- Coordinating which member of staff who knows the child well, to conduct a wellbeing call for children in their class when absent from school from day 1, or authorised to be working from home, liaising with the SENDCO for strategies / advice to give the child / parents / care-givers where necessary
- Passing on information from wellbeing calls back to the relevant, appropriate staff; Office Staff for recording, SENDCO, DSL and Deputy, about:
  - The pupil's wellbeing
  - Whether the parents' / care-givers have sought medical diagnosis and care if the child is reported to be ill / anxious
  - Any safeguarding risks or issues - report to DSL (on CPOMS) as safeguarding concern
  - Any possible threats to continued attendance or return to school
  - When the child is expected to return to school
- Organising work to be sent home for children in their class who have authorised absence but are able to work from home, cc SENDCO, DSL, Deputy
- Collecting work from teachers teaching each curriculum subject and sending this home for the same reasons as above
- Inform the SENDCO, DSL, Deputy if the pupil does not complete home learning and liaise with the person doing the daily wellbeing calls to encourage and support this to happen
- Assists the SENDCO in forming an Attendance Support Plan where necessary and ensuring it is implemented daily at school

7.4 The SENDCO

- Forms and builds strong relationships with the parents / care-givers and offers support and advice on attendance

- Provides advice and support for staff conducting wellbeing calls to give to parents / children about strategies for helping manage anxiety about school and other mental health issues
- Signposting parents to external specialists who can provide advice / support whilst absent
- Providing further support to parents / care-givers / children during periods of absence from school, in addition to, or taking over from, daily wellbeing calls conducted by teaching staff, liaising with the DSL, Deputy and cc Head
- Provides advice and support about the child's individual needs, especially when needing to be considered for an 'Attendance Support Plan'

7.5 The Attendance Lead

- Forms and builds strong relationships with the parents / care-givers and offers advice / support on attendance matters by identifying barriers to attendance and forming strategies to address poor attendance.
- With the assistance of the Office Staff and class teachers, monitors attendance data at the school and individual pupil level
- Acts on alerts from the school office and follows up absences, working in conjunction with the office staff and Headteacher to establish the correct code for marking absence
- Reports concerns about attendance to the Head Teacher and DSL where a safeguarding risk is evident
- Arranges calls and meetings with parents to discuss attendance issues as part of the attendance support team where there are known or believed risks, working closely with the SENDCO and safeguarding lead.
- Assists and leads on the development of the 'Attendance Support Plan' if absence continues past 5 consecutive days or there are frequent episodes of absence reducing attendance to below 90% (where applicable)
- Records attendance linked communications and actions on CPOMs
- Seeks advice from Local Authority Attendance Teams where absence is judged to be an ongoing concern

7.6 The Safeguarding Lead

- Forms and builds strong relationships with the parents / care-givers and offers advice / support on safeguarding matters
- Supports the development of the 'Attendance Support Plan'
- Leads on the Attendance Support Plan and procedures under the following instances:

If a pupil is believed to be at risk, missing, or the reason provided has not been evidenced (or nor reason provided at all) or if the DSL is concerned at all for the child's safety, safeguarding procedures will be followed as per the school's Safeguarding Policy. In such cases, the DSL will take over monitoring the child's absence with the assistance of the Attendance Lead, SENDCO, Deputy, cc Head and Office Staff and liaise with teaching staff regarding sending work home and conducting wellbeing calls, until the child is believed to be not at risk, at which point the SENDCO can resume monitoring and supporting until the pupil's return.

7.6 Attendance codes to use

B   Educated off site
C   Other authorised absence
D   Dual registration
E   Excluded
G   Family Holiday (not agreed)
H   Family Holiday (agreed)
I   Illness (including COVID)
J   Interview
M   Medical/Dental appointment
N   No Reason
O   Unauthorised Absence
P   Sporting activity authorised
R   Religious Observance
S   Study Leave
T   Traveller absence
V   Educational Visit
W   Work Experience
X   Not required (non-compulsory school age)
Y   Unable to attend (due to exceptional circumstances)
Z   Pupil not on roll
School closed to pupils
?   Presumed Absent

Overall responsibility for attendance in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson.

Appendix 1: Application for Authorised Absence from School During Term Time

Dear Head Teacher,   Date ....

I would like to request permission for my child to be absent from school. I consider this absence unavoidable for the reasons listed below. (*Please note, parents are requested to book routine medical or other appointments outside the school day to prevent learning and intervention time being lost. We cannot authorise more than a maximum of half a day for these appointments and will be expecting to see your child during the remainder of the day.*)

Reason for requesting unavoidable absence during school day (please give full details.):
....……..…....................................…...….
....

Name of child: …………………………………..................……….   Keyworker: ……………………………..……..…..……………..

Date and time absence begins: …………..…...........… Date and time return to school: …………..…..........…….
If returning in time for lunch break, please confirm if they will be eating their lunch at school as usual: Yes ☐ No ☐
Name of person making request: ……………..….............…   Relationship to child: ……..….…...…...……..…...

Signature: …………………………………………..   Date: ……………………….......….................……..…..

Taking your child out of school during term time could be detrimental to his/her educational progress. You may apply to the school for leave of absence in exceptional circumstances and as per our Attendance Policy, available on the school website and Office. Agreement to each request is at the discretion of the Head Teacher. Parents should not take their children on holiday in term time, there is no legal right to do so. If the absence is not authorised and the holiday is taken anyway the Missing Education and Child Employment Service may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school. Persistent absence also may threaten the Local Authority's position on continuing to fund the placement for your child at Clarity Independent School

....
For School / Office Use Only :

Signed: .... (Headteacher)   Date: ....……
*If your child does not attend school on the above date(s) and no contact is made to the school, a penalty notice may be issued by the Missing Education & Child Employment Service.

Please email your completed form back to admin@clarity.essex.sch.uk.
Thank you for your assistance.

Copy to: •   Parent   •   Pupil File

Appendix 2: Reporting Absence Retrospectively Form

Please complete and return to the School Office within 1 day of your child returning to school. If the reason for the absence is due to a doctors / dentist / hospital appointments please provide documentation, **without this the absence will be unauthorised**.

Please note that for Sickness and or Diarrhoea, children cannot return to school for **48 hours following their last episode.** Please discuss with the Head Teacher before sending them back into school if your child has had an infectious illness / disease, (please see UKHSA Guidance on Health Protection in Education and Healthcare Settings for examples and advice (see ** below for link)).

The school should also be informed of any absence by 8.30am on the day.

Child's Name:	Child's Class:
First date of absence:	Last day of absence:
Duration of absence:	
Appointment Letter / Card Provided:	YES / NO / NOT APPLICABLE (Please circle)
Reason for absence:	

Please sign, date and return. Thank you.

Parent / Guardian Name:

Parent / Guardian Signature:

Date:

**UKHSA can be found at:

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-3-public-health-management-of-specific-infectious-diseases

Copy to: • Pupil file • cc. DSL

Appendix 3: Essex County Council Step by Step Guide to First Day Calling and Beyond

When no reason for absence has been provided by the parent/ carer, schools should as a minimum follow the below steps

Pupils deemed at risk	**Pupils deemed at high risk:** • **Children subject to a child protection plan** • **Looked After children** **If these children are absent and there has been no contact - notify the key worker within the first 24 hours.** **School's must notify the Family Operations Hub and / or the Police Child Abuse Investigation Unit immediately if:** • **It is suspected or known that a pupil is at potential risk of harm** • **There is information that a pupil is, or may be, a victim of criminal activity** • **At risk of Child Sexual Exploitation (CSE)**
Day 1 of absence	• Send absent text to parent/carers (if facility to do so) • Telephone parents/carers if a response is not received following the text, leave a message if possible • Record actions on SIMS/equivalent

Day 2 of absence	• Send absent text to parent/carers (if facility to do so)
	• Telephone parents/carers if a response is not received following the text, leave a message if possible
	• If no response - telephone all contacts on SIMS/equivalent, if no answer leave message to return call
	• If international dialling tone is heard, leave message advising of this and ask for a call back.
	    ▪ This may indicate they are on holiday and have not notified the school
	    ▪ If you believe this to be the case, send a 'believe absence is a holiday' letter available on Essex Schools Infolink (ESI).
	    ▪ Letters should be sent separately to both parents first class
	• Record all actions on SIMS/equivalent

Day 3 of absence	• Send absent text to parent/carers • Telephone parents/carers, if a response is not received following the text leave a message if possible • Telephone all contacts on SIMS/equivalent, if no answer leave message asking them to return the call • Make home visit - if there is no answer leave calling card and move to next step • Send a letter of concern for absence, first class to all parents/carers and those with day-to-day care • Record all actions on SIMS/equivalent
Day 4 of absence	• Send absent text to parent/carers (if facility to do so) • Telephone parents/carers if a response is not received following the text, if there is no answer, leave a message if possible • Telephone all contacts on SIMS/equivalent, if no answer leave message to return call • Record all actions on SIMS/equivalent
Day 5 of absence	• Telephone parent / carers and leave a message if possible and then follow up with an absence text • Telephone all contacts on SIMS/equivalent, if no answer leave message to return call • If you believe this family are **not** on holiday and are concerned about the child's welfare request a welfare visit from the police • Record all actions on SIMS/equivalent
Day 6 – 8 of absence	• Send absent text to parent/carers (if facility to do so) • Telephone parents/carers if a response is not received following the text, leave a message if possible • Telephone all contacts on SIMS/equivalent, if no answer leave message to return call • Either send a further letter or make a further home-visit. If there is no answer leave calling card and move to next step • Record all actions on SIMS/equivalent
Day 9 - 10 of absence	• Send absent text to parent/carers (if facility to do so) • Telephone parents/carers if a response is not received following the text, leave a message if possible

	• Telephone all contacts on SIMS/equivalent, if no answer leave message to return call • If you have not done so already, and you believe the family are **not** on holiday and are concerned about the child's welfare, request a welfare visit from the police • Send a further concern letter separately to both parents / carers by first class post stating: You are making a referral to the Local Authority as their child is now considered Missing from Education • Submit the Missing Pupil Checklist on Essex School Info Link, which notifies the Local Authority Children Missing Education Team
Missing Pupil Checklist	**Must be completed by the 10th day of absence, when one of the following criteria applies:** • A pupil has gone missing and no contact can be made with parent/carer to establish reason for absence • A pupil ceased to attend the school and forwarding address of the family is not known • A pupil has not returned from holiday within 10 school days of the expected date of return • A pupil fails to take up their place at the start of the academic year and the whereabouts of the young person is unknown **School must continue investigations, while the Local Authority undertake their investigations.**
Day 11 - 19 of absence	• Send absent text to parent/carers (if facility to do so) • Telephone parents/carers if a response is not received following the text, leave a message if possible • Telephone all contacts on SIMS/equivalent, if no answer leave message to return the call • Make another home visit during this period and leave a calling card • Inform parents / carers in writing that their child is at risk of being removed from roll • Record all actions on SIMS/equivalent
Day 20 of absence	• Send absent text to parent/carers (if facility to do so) • Telephone parents/carers if a response is not received following the text, leave a message if possible • Telephone all contacts on SIMS/equivalent, if no answer leave message to the return call • **You cannot remove a child from roll until you have received notification from the Local Authority**

	• Record all actions on SIMS/equivalent
Coding:	• These absences must be coded as O for unauthorised absence due to no reason provided from parents/carers

Appendix 4: Pupil Attendance Support Re-Integration Plan

Re- Integration plan

Name: Start date:

Class: Keyworker:

Areas of difficulty: (anxiety triggers, stressors, fears, past traumas) TAKEN FROM EHCP	How this might present: (How I might communicate this? What it might look like? Non-verbal body cues)	Preventative Strategies (What can we put in place to minimise the risks/likelihood? Who?) Be as specific as possible re resources and strategies	Support Strategies (What strategies will help me to regulate again? Who?) Be as specific as possible re resources and strategies	Expected outcomes (How will we know that the plan is working?) Apply a time frame if possible

These are all the people working on this plan to support me:

(I understand that this is a working document and we can change it at any time to put fresh ideas or resources and strategies on, to help me feel more comfortable and secure about coming into school.)

School staff Name ………………..…………………..   Signed …………………………………………………….

SENCO………………………………………………….   Signed…………………………………………………..

Parent Name …………………………………………   Signed …………………………………………………….