

What to do... Attendance Safeguarding

NB – for the purposes of this document, ‘days’ means term time school days i.e. not holidays or weekends etc.

Day 1 Rule:

If no contact has been made by family, Attendance Team to call home after registers have been taken and enquire as to student’s whereabouts. Reasons should always be logged on Bromcom and additionally on CPOMS if there’s a safeguarding concern. In some instances, this can be escalated to the Safeguarding Team if there are any concerns about reason given, no reason given or no contact, if there are other concerns including (but not limited to) all children subject to Child Protection Plan, Child in Need Plan, or Social Work Assessment, although for most students it will be appropriate to give 24 hours for families to respond to messages left requesting call back. For any student with a social worker, the social worker should be informed of any unexplained absence on the 1st day and escalated through the right channels.

Day 2 Rule:

If contact has not been achieved, there are any concerns about the reasons being given, or there are wider concerns about the student e.g. safeguarding, a home visit should be conducted on the 2nd day. All home visits will be logged on CPOMS. A courtesy note requesting contact to be posted through the letterbox if no response. Day 1 and Day 2 rules to be repeated on an alternating basis if contact has not been achieved. Where appropriate, staff will seek guidance and support from outside agencies when a student has not been seen and concerns are raised. Police welfare check will be requested.

Day 5 Rule:

If there has been no contact / suitable explanation by the 5th day, this should be logged as a safeguarding incident on CPOMS and the Safeguarding Team take responsibility for ascertaining the whereabouts of the student. If appropriate, a home visit to be completed to the family home by academy staff. This will be different depending on individual circumstances, but could include liaison with social worker, referral to CSC, advice from EduSafe or Duty Advice, 101 wellbeing check request etc.

Day 10 Rule:

Even when families have provided valid reasons for absence, wherever possible Academy staff should ‘have sight of’, i.e. see with their own eyes every student on roll at the academy at least every 10 school days. Home visits that have been conducted prior to the 10 days, will be supported by the Safer Schools Police officer. This includes students being educated at home e.g. educated off-site e.g. AP and MM, or longer term sickness absence. If the student is not seen, and all reasonable requests have been made (e.g. importance explained to family, arranging to visit at a specific time, seeing an ill student through a window), Safeguarding Team should be informed and action taken to ensure the safety of the student (see above). A Home Visit Checklist should be completed and all home visits should be logged on CPOMS.

When a student is not attending because they are abroad, the 10 day rule should be applied to phone or email contact with a parent / carer instead. A date the student will return to the Academy should be specified and the 1, 2, 5 and 10 Day Rules applied from that date as above.

