



ATTENDANCE PROTOCOLS

PARENTS/CARERS should contact the Academy via the school office before 9.00am via telephone. Parent/carers are able to leave a message on the answerphone before 8.00 am.

OFFICE STAFF to record reasons for absence onto Arbor.

TEACHERS to take registers, OFFICE STAFF to monitor and check.

OFFICE STAFF:

If no notification has been received, the Academy will make first day contact from 9am. Where contact cannot be made by telephone, an email or text will be sent to the home for parents (all listed contacts) to confirm the reason of the absence. Every child should have at least two people on their contact list.

ALL absence requests from parents/carers

PARENTS to request a form from the office. OFFICE STAFF to ensure that parents have filled out a form. This needs to be passed onto the HOME SCHOOL LINK WORKER (HSLW) to authorise/not authorise.

HSLW to issue penalty warning notices for term-time holidays and complete the necessary paperwork for fines. Headteacher to approve.

HOLIDAYS WILL NOT BE AUTHORISED.

On behalf of the Headteacher, HSLW to send out warning letters where a pupil's attendance falls below 95%. HSLW will send out a further warning letter if attendance falls below 90% and will arrange an attendance clinic with parents/carers. Support put into place.

Where attendance does not improve, the HSLW will liaise with the Education Welfare Officer (EWO) and issue a penalty warning notice.

Any child, unless in exceptional circumstances, who becomes severely absent (50% or less) will be referred into Social Care for Educational Neglect.



VULNERABLE CHILDREN

Day 1) If no notification has been received, the Academy will make first day contact from 9am. Where contact cannot be made by telephone, an email or text will be sent to the home for parents to confirm the reason of the absence.



VULNERABLE CHILDREN

Day 2) If parents have still not made contact with the school, the safeguarding team will liaise with the social worker. This will be recorded onto our safeguarding system.



VULNERABLE CHILDREN

Day 3) If parents have still not made contact with the school, a home visit will be conducted and social care informed.