Bayside Academy
The best in everyone™
Part of United Learning

Absence Response

Vulnerable Pupils

For pupils identified as CP/CIN/CIC or in any other way identified as vulnerable and highlighted on the academy's register as such, the process for managing an absence of up to five days is set out as below.

All actions to be recorded directly onto MyConcern.

Day	Action required	Responsible	Desired Outcome
Daily	Text, email and phone contact attempted.	Admin Team	Contact to be made with family. Explanation for absence obtained: arrangements for pupil to come to school made where possible.
	Information to be shared with allocated social worker via e-mail, follow up actions to be undertaken in line with social worker advice.	DSL	All information re. absence shared with allocated social worker. All actions suggested by social worker to be completed and information requested to be shared.
	If no response from social worker by 1:00pm / no social worker named / a concern exists of an immediate threat to safety of pupil, refer directly to First Response. Action all resultant points, including contacting police / conducting home visits.	DSL	Pupil viewed safe and well. Arrangements to maintain safety and welfare organised. All necessary information shared with professionals working with the family.
3	For children at CP level / family under section 47 inquiries, conduct home visit. Share information with Social Worker via e-mail. If concerns continue to exist and no response from social worker by 1:00pm, refer directly to First Response. Action all resultant points, including contacting police where appropriate.	DSL	Pupil viewed safe and well. Arrangements to come into school made as appropriate. Additional support put in place for family. All information shared with professionals working with the family.

5	For children at CIN level / family under section 17 inquiries, conduct home visit. If concerns continue to exist and no response from social worker by 1:00pm, refer directly to First Response. Action all resultant points, including contacting police where appropriate.	DSL	Pupil viewed safe and well. Arrangements to come into school made as appropriate. Additional support put in place for family. All information shared with professionals working with the family.
10	Pupil logged with the LA as a child missing education on day 10.	Attendance Officer	LA takes action to locate and support family to return to education.

Sharing Information Practices

A record of all vulnerable pupils is included in the academy's weekly Attendance Focus List that is shared with all administration staff with responsibility for Attendance.

During First Day Contact, vulnerable pupils from the Attendance Focus List are contacted first in order to allow for swift action to be taken re. attendance.

Information re. absence for any vulnerable pupil is shared via email to DSL following on from attempts to make contact with the family.

Lists are updated weekly on Mondays by a DSL and an Attendance Officer in order to be an accurate reflection of need. All pupils who are supported by a CIN or CP plan or who are in care are always placed onto this list. Other children are added due to professional knowledge about the family, for example following historic concerns raised, PPNs received or due to being under assessment from social care.

Definition of Children Missing Education

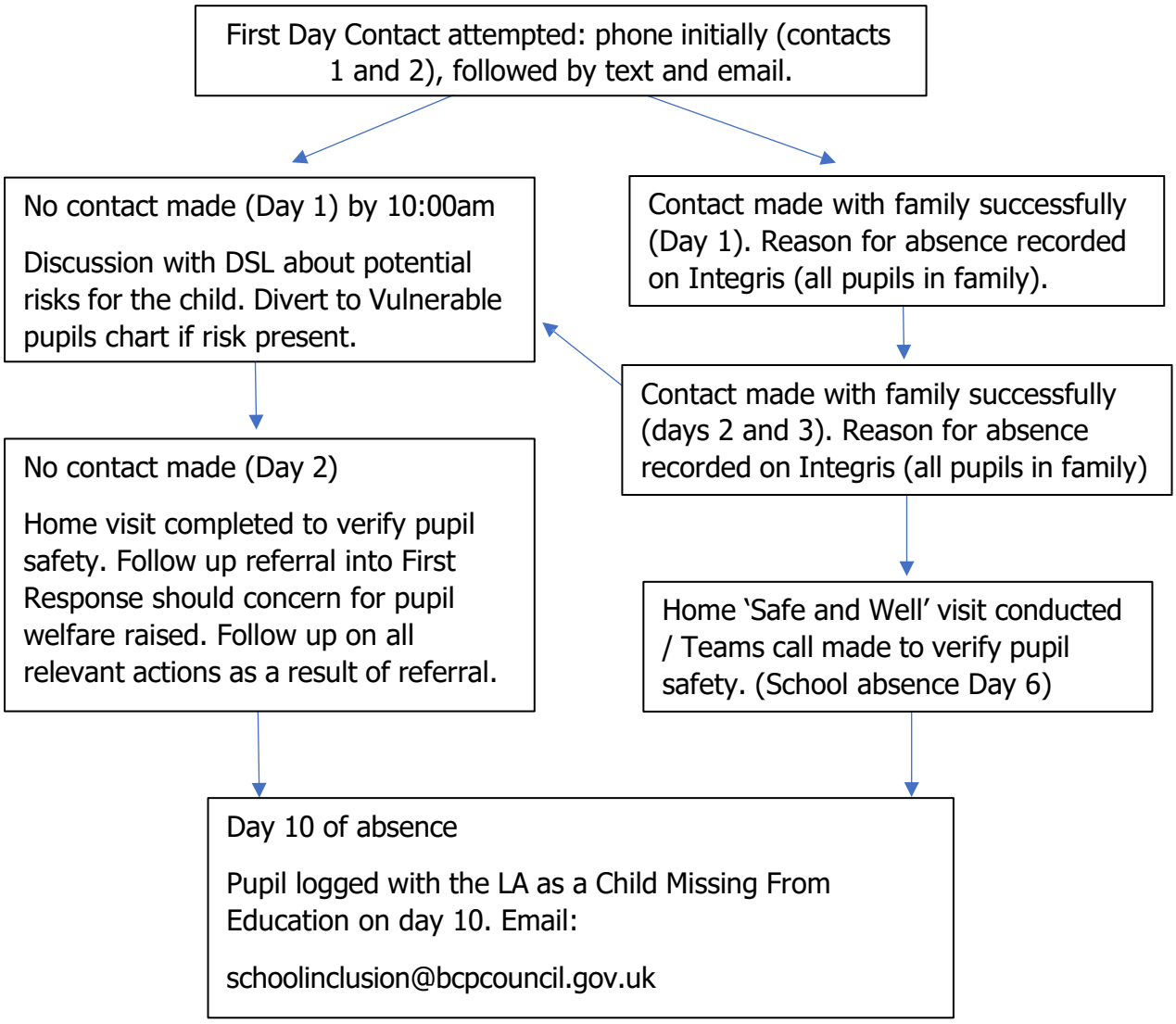
For the purpose of the Statutory Guidance on Children Missing Education, children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'. Consequently, the policy of the academy for any pupil who has not attended their school for a period of ten days without permission may be at risk of becoming 'children missing education'.

=

Bayside Academy
The best in everyone™
Part of United Learning

Pupils who do not fall into a Vulnerable category

For pupils where pupils are not deemed to be at imminent risk in the context of the evidence available to the DSL and are therefore not deemed to be Vulnerable, the following processes apply.



Supporting Attendance

The Attendance Officer is responsible for setting actions with families where a pupil is Persistently Absent: Attendance below 90%. These actions include direct communication and notices to improve; parental agreements that are signed by all parties; referral to the Local Authority for Inclusion Support; referral to the Local Authority in order to issue fines to the family.

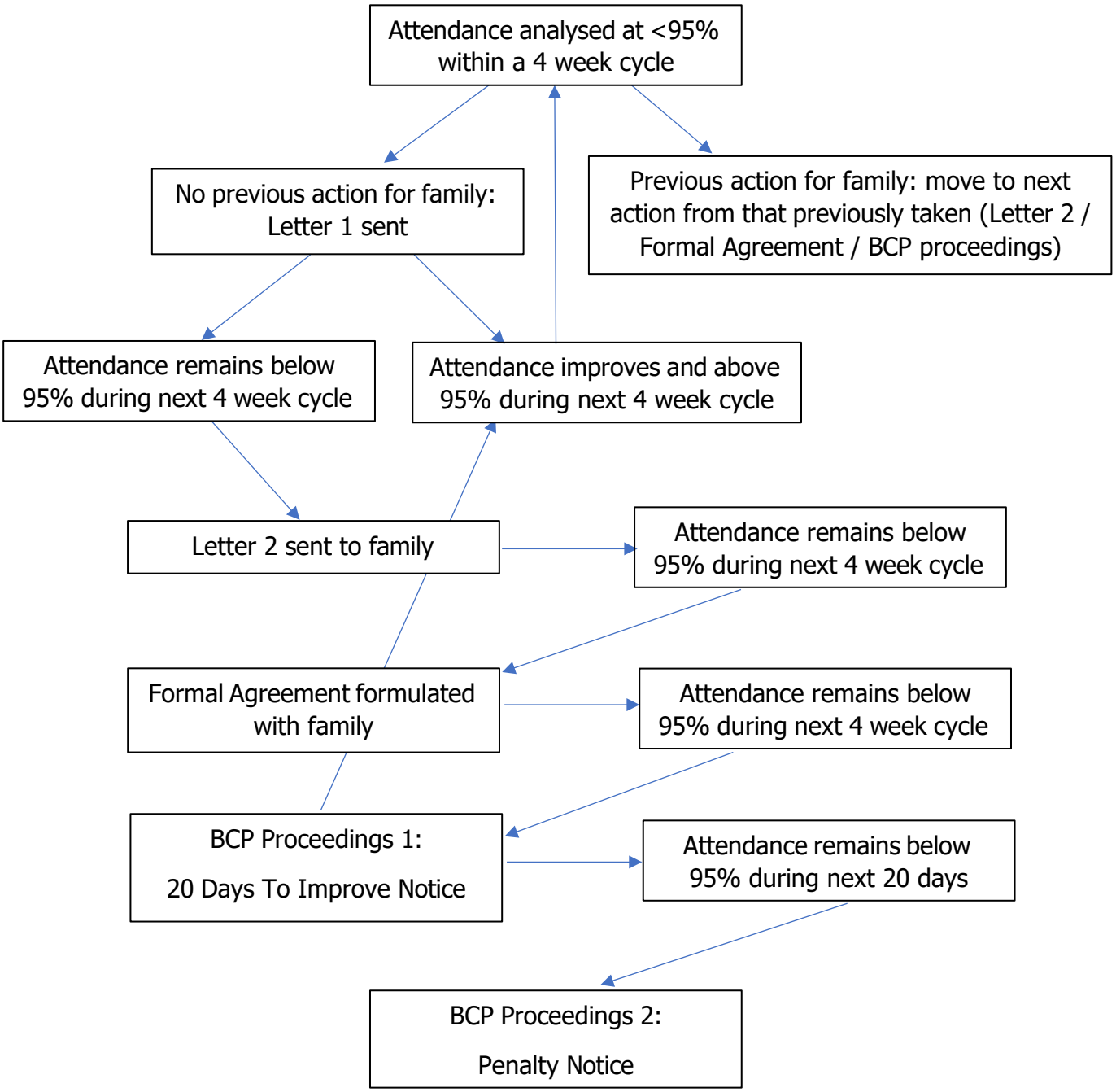
=

Where pupils are vulnerable, these actions will be shared and agreed with the pupil's social worker, in line with their plan.

The Attendance Officer reviews attendance every 4 weeks, taking relevant actions as per the chart below when attendance is below 95%.

The Principal meets with the Attendance Officer half termly to review cases and to quality assure processes and actions being taken.

Actions taken when attendance is shown to be below expectations:



=

Home Visits

All home visits are recorded on My Concern with the names of all associated children. This record will detail both the reasoning behind conducting a home visit, a description of the content of the visit and what the outcome of the visit has been. This record will be viewed by a DSL, regardless of who has conducted the visit.

Further Information

In the following circumstances a referral to children's social care and /or the police should always be made promptly:

- The child may be the victim of a crime;
- The child is subject of s47 enquiries;
- There is a known person posing a risk to children in the household or in contact with the household;
- There is a history of the family moving frequently;

The answers to further questions could assist a judgement whether or not to inform LA children's social care and the police and be useful in ascertaining prioritising home visits.:

- In which age range is the child?
- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there any significant incident prior to the child's unexplained absence?
- Has the child been a victim of bullying?
- Are there health reasons to believe that the child is at risk?
- Does the child need essential medication or health care?
- Was the child noted to be depressed prior to the child's unexplained absence?
- Are there religious or cultural reasons to believe that the child is at risk?
- Rites of passage planned for the child?
- Has the child got a disability and/or special educational needs?
- Have there been past concerns about this child and family which together with the sudden disappearance are worrying?
- Is there any known history of drug or alcohol dependency within the family?
- Is there any known history of domestic violence?
- Is there concern about the parent/carer's ability to protect the child from harm?

Reasonable enquiry

If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school may delay making a referral. The process of 'reasonable enquiry' has not been identified in regulations, however this includes school staff checking with all members of staff whom the child may have had contact with, and with the pupil's friends and their parents, siblings and known relatives at this school and others.

School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address, home visits by some school-based staff and consultation with local authority staff.