



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Attendance and Punctuality Policy

Date first published	September 2021
Version	2
Last Approved	November 2022
Review cycle	Yearly (September 2022)

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1. Introduction

Sheffield Springs Academy;

- Believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident, committed and competent adults who are able to realise their full potential and make a positive contribution to their broader school community.
- Expects every student to achieve 100% attendance during an academic year.
- Expects all students to arrive on time every day. School starts at 8.25am and all students are expected to be seated in their form room by 8.30am.
- Believes in 'the Best in Everyone' and will work with families and give support where possible to identify the reasons for poor attendance and try to resolve any difficulties.
- Will recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

2. Scope

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full time education suitable to their age, ability and aptitude to any special educational need they may have, either by regular attendance at school or otherwise.

A child ceases to be of compulsory school age the last Friday in June of Year 11.

The aim of this Policy is to enable the Academy to improve student's attendance by either full and efficient Legal sanctions under section 444 of the Education Act or by referring the student and their families to the relevant agencies to access support.

3. Intention

Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for ensuring that attendance rates at Sheffield Springs Academy are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

At Sheffield Springs Academy we give the achievement of good attendance and punctuality high priority. Students who do not attend school cannot take advantage of educational opportunities and rarely achieve their potential.

Sheffield Springs Academy believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of staff, governors, parents, students and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents
- Annually review the Academy's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings

- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions
- Ensure that the Local Authority is notified of any student that is removed from roll.

4. Registering students

All teaching staff are responsible for registering students within the first 10 minutes of a lesson. Failure to do so may lead to disciplinary action.

Children who are subject to Child Protection Plans or who have other serious safeguarding risks have a note on their student profile within the Arbor system.

Safeguarding notes are used a method of communication between Academy staff and will be used in the following situations (this list is not exhaustive):

- To record information from parents as to a child's whereabouts.
- To enable staff to locate a student that is not in their timetabled lesson.
- To closely monitor students with safeguarding concerns. These students absence is usually reported to relevant outside agencies as part of a Child In Need or Child Protection Plan.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Student Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

5. Recording Absence

Morning and afternoon attendance and absences are recorded electronically using the school's MIS system. Attendance Officers will use attendance codes as set out by DfE.

In addition the Attendance Team will record any absences where a parent notifies the school, for example in the event of illness on the morning of school or has notified the Academy through the communication aid of the planner.

6. Categorising Absence

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Parents should advise by telephone on each day of absence. This should be followed up in the form of a written note from the parent/carer. Verbal explanations will be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

Where students have an unacceptable level of Attendance, parents will be informed in writing that no further absences will be authorised unless medical evidence is provided.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received

The Attendance Officer shall be responsible for changing attendance codes early on the morning of the school day on Arbor to reflect information received from parents in order for teachers to be advised of reasons for absence. The Attendance Officers shall be responsible for first day contact to establish the reason for an unauthorised absence.

Absence will be categorised as follows:

- **Illness** - In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Where a student's attendance level is at an unacceptable level parents will be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc.
- **Medical/Dental Appointments** - Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for part of the day. Parents should show the appointment card to school. Students leaving school during the school day to attend a medical/dental appointment must make prior arrangements with Reception / Attendance Team to collect a pass at the agreed time.
- **Other Authorised Circumstances** - This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, or for a short period a part time timetable agreed as part of a reintegration package.
- **Religious Observance** – Sheffield Springs Academy acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this may necessitate a consideration of authorised absence or special leave for religious observance.
- **Excluded** - (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's Head of Year or a member of the Senior Leadership Team may make arrangements for work to be sent home. The Behaviour Team will assist Heads of Year in collating work set by teachers for excluded students, or will assist in providing online learning resources.
- **Requests for term time leave of absences** - Parents are strongly advised to avoid taking their children on leave during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 school days, they will miss 5% of their education during that academic year. The Headteacher will only authorise requests for leave during term time in very exceptional circumstances.

Parents wishing to take request leave during term time for their child must complete the "Request for Leave" form before holiday arrangements are made. The form must be submitted to the Academy at least 4 weeks in advance. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually.

All requests for leave of absence will be responded to in writing. Where a request has been made the letter should state:

- If the request has been authorised or unauthorised.
- The expected date of return
- That parents must contact school should any delays occur
- That the child may be removed from the Academy's roll if the family do not return as expected

If a student fails to return and contact with the parents has not been made or received, Sheffield Springs Academy will remove the Student from the Academy's roll in compliance with the Education (Student Registration) (England) Regulations 2006. This means that the child will lose their school place.

If the permission to take leave is not granted and the student still goes on holiday, the absence will be unauthorised. In such cases the Local Authority may issue a Penalty Notice.

Study Leave

Study leave may be granted for Year 11 students approaching GCSE examinations. The Academy will offer in school study programmes during this period to reduce absence levels.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Sheffield, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Sheffield Springs Academy will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the student's school place at Sheffield Springs Academy will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Sheffield Springs Academy can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

Sheffield Springs Academy will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Late Arrival to Academy

Late Arrival Registration begins at 8.30am. The register will close at 9.10am. Students who arrive late will be recorded as late in the register (register mark 'L') unless a reason is provided for lateness e.g. a note from parents about an emergency doctor's appointment.

If students accrue an unacceptable amount of 'L' late marks, further action will be taken by Sheffield Springs Academy. These actions will involve parent/guardian meetings with the Attendance Team, Attendance Panel Meetings with the Attendance Team and Senior Leadership Team, and referral to the Local Authority where legal action will be considered.

On arrival after the close of register, students must immediately report to the school reception to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as a late mark ('L') if the student has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry, length of travel.

Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday
- Full days absence for routine medical appointments where attendance either before or after the appointment could have been achieved.
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school
- Failure to provide medical evidence when students attendance has dropped below 94.5%

7. Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a student.
- Transfer between schools.

- Student withdrawn to be educated outside the school system.
- Failure to return from leave after both the school and the local authority have tried to locate the student.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- In custody for more than four months (in discussion with The Youth Offending Team).
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the student.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the student.

8. Children Missing from Education

Sheffield Springs Academy will follow Sheffield City Council's Children Missing Education Protocol and DCSF Keeping Pupil Registers guidance when a student's whereabouts is unknown.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later on in life. Sheffield Springs Academy has robust procedures and policies in place to enable them to meet their duty in relation to these children.

Sheffield Springs Academy has safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this investigates any unexplained absences. Sheffield Springs Academy takes all necessary steps including multi agency working (HM Government Working together to safeguard children March 2015) to ensure that all pupils on roll are effectively and efficiently safeguarded.

Sheffield Springs Academy will follow advice contained in the Children Missing from Education Policy (January 2015) and after the agreed timescale will notify the Local Authority that a child is missing from education. Sheffield Springs Academy will take reasonable steps to locate the missing student examples of which are taken from June 2008 22 Guidance on The Education (Pupil Registration) (England) Regulations 2006. When making "reasonable enquiry, to ascertain where the pupil is" as referred to in Regulation 8(1)(f)(iii) and (h)(iii) of the Education (Pupil Registration) Regulations 2006 <http://www.dcsf.gov.uk/schoolattendance/>.

What staff should do if a child goes missing from education

Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. The School's procedures for unauthorised absence and for dealing with children who go missing from education are in line with guidance from Sheffield Children Safeguarding Partnership (SCSP) which can be found at: https://www.safeguardingsheffieldchildren.org/assets/1/missing_from_education_home_or_care_sept_21.pdf

Before reporting a student to the CME team in the LA we will ensure that we have completed the following actions:

- Made at least 3 visits to the home address.
- Attempted to speak to neighbours to try and establish if the family has been seen in recent day (also to double check as to whether they are on UA leave).
- Spoken to friends of the student in school to establish if they know where the student may be.
- Shared concerns with the DSL. Spoken to Social Care and/or MAST to establish if any other agency has involvement with the family.

- If we discover that there is external agency involvement we will speak to the worker concerned and find out if they are aware of the student's whereabouts.
- Record all actions on the relevant CME form and submit this to the CME department in the LA, ensuring the date that the academy will be removing the student from our roll is included on this documentation.
- Scan all referrals to CME onto the students CPOMS file.
- Send a letter to the home address warning the parent/carer that the student will be removed from our roll on the 20th day of unauthorised absence, stating the date the removal date will commence.
- If after investigation it is established that the family have taken UA leave, ensure that CME are informed and that the student in question will be returning to the Academy.
- If after a home visit it is clear the family have moved out of the address we will not wait for 10 days to pass before reporting them to CME, we will submit a report immediately
- The school will report to [Sheffield Local Authority](#) a student who fails to attend school regularly or has been absent from school without the school's permission for a continuous period of 10 school days or more.

It is reasonable to expect that the appropriate team in the local authority will complete and record the following actions:

- check local databases.
- follow local information sharing arrangements and where possible make enquiries via other local databases e.g. those of Housing Providers, Health Services, Police, Youth Justice Services, Social Care, the Inland Revenue.
- check with agencies known to be involved with family.
- check with Local Authority from which child moved originally, if known.
- where appropriate check with the Youth Offending Team responsible for the child's supervision or with the custodial institution from which a child has been released.
- check with any Local Authority to which a child may have moved (see below);
- home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s).

Full details of the enquiries that have been made to locate the child will be detailed to the Local Authority. This procedure will include any student who is missing education due to an unauthorised leave of absence. Sheffield Springs Academy will also inform the Local Authority of the removal from roll of any student leaving the area who has given a forwarding address.

If no further information is received from the Local Authority or any other Agency the child will be removed from our roll in accordance with the Department of Education advice on School attendance (October 2014). All students electronic details will be uploaded to the S2S lost student database.

9. Using Attendance data

Student's attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.

Every week the Attendance Team will provide all form tutors with attendance data for each student within their form group. The list will be presented in numerical descending order with the highest attendees at the top; every student will be colour coded as indicated on Appendix 1.

The Senior Leadership Team will receive a complete set of data.

Heads of Year will receive a complete set of data for their year groups.

This student level data will be used to trigger school action as set out in the escalation of intervention (Appendix 2).

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

Sheffield Springs Academy will share attendance data with the Department for Education and the local authority as required.

All information shared will be done so in accordance with the Data Protection Act 1998.

There will be regular rewards for students who display 'good' attendance levels and/or have made significant improvements.

10. Support Systems

The Academy recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in the Academy, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the Academy identify any additional support that may be required. All attendance officers have undergone advanced CP training and are part of the Academy's safeguarding team.

Sheffield Springs Academy also recognise that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Referral to Child Protection Team.
- Attendance panels.
- Completion of an FCAF.
- Parenting contracts.
- Attendance report cards.
- Referrals to support agencies.
- Friendship groups.
- Social and Emotional Aspects of Learning (SEAL) materials.
- Additional learning support.
- Behaviour support.
- Reintegration support packages.

Support offered to families will be child centred and planned in discussion and agreement with both parents and students.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Sheffield Springs Academy will consider the use of legal sanctions.

11. Legal Sanctions

Prosecution - Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a

prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- A student is absent from school for the purpose of a leave of absence in term time and the absence has not been authorised by the school
- A student has accumulated an unacceptable level of unauthorised absence and further unauthorised absence has occurred following written warning to improve

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days or £60 if paid within 21 days of the date the notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Sheffield City Council's Penalty Notice Protocol.

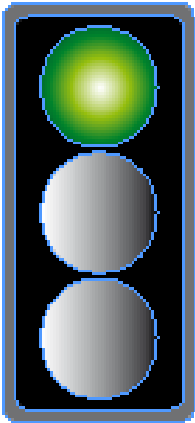
12. Admissions Policy

The Academy enforces a strict admissions policy and enrolment of a student will take place on their first day of attendance.

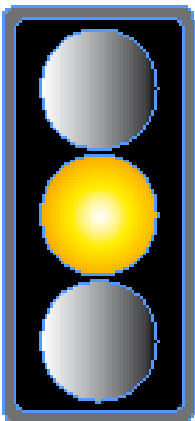
All accepted admissions will be allocated a start date and will be placed on roll on their first day of arrival at the Academy.

Attendance

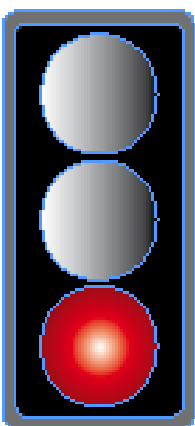
Traffic Light



Green – 96% - 100%
With this level of absence you have given yourself the best possible chance of fulfilling your academic potential. Good attendance also appeals to Colleges, Universities and Employers as it informs them that you are dedicated and reliable.



Amber – 93% -95%
With this level of absence your grades will have already started to suffer. You will have missed some important information in lessons and need to catch up! The Academy will be reviewing your absence level closely and may already be taking steps to ensure that it improves.



Red – Above 0-92%
With this level of absence your chances of success are definitely at risk. If you have been ill, the Academy will support you in doing the extra work needed to catch up. It is likely that if you have patterns of absence or unexplained absences, the Academy will already be taking steps to ensure your attendance improves. This might include working with other agencies to support your family in helping you to improve your attendance or even taking legal action against parents/guardians.



Appendix 2

PUNCTUALITY AND LATE DETENTION PROCESS

Late arrivals to the academy are addressed in the canteen. All late arrivals to register are spoken to regarding their late arrival and marked accordingly on the register. Students who are due to attend a detention for 30 minutes at the end of the day.



If students are late to a lesson, they will spend time in SSU and serve a detention of up to 1 hour after school. There will be a detention every day, 3.10pm-4pm.



A list of students due in detention are then sent out to members of staff who are scheduled to collect and supervise the detention later that day.



Text messages are then sent to parents/guardians of students who are to complete a late detention, notifying them that their child arrived late and will be leaving school later than usual.



A detention of up to 1 hour is completed by students who are applicable for a detention.



Students who arrive late four times or more over a four week period are issued with a letter home which highlights the concerns surrounding this. Where poor Punctuality persists, parents will be subject to further action as per section 4.0 of this Policy.

Appendix 3

Attendance Legal Route Process

In order to increase the profile of attendance at school, all staff have a responsibility to discuss attendance with parents and students at every opportunity.

The rationale behind this is to improve whole staff contact with students and parents regarding attendance levels, as well as improving whole staff communication with parents in order to tackle any issue early, and provide early intervention where required.

In some cases, a student may have complex needs and achieving excellent attendance at school is difficult. Measures are taken by all staff to ensure a plan is in place to ensure a student is educated appropriately. Any such plans are solution focused and interventions are implemented in order to ensure a complex case student is supported in school as much as possible and is able to attend. All staff will consider a child's emotional wellbeing and/or complex needs when arranging any such attendance plan. In some cases, the long term plan may mean that a complex case student is placed in an alternative educational setting, in which case a clear plan will be in place to work towards this goal and discussed at regular intervals to monitor progress.

Please see below the process the Attendance Team follow to address poor attendance

Stage 1 - Below 95% - The Attendance Team will send out a letter to parents, informing them that we will be visiting the house on a specific date and at a specific time to discuss a student's attendance. The aim of this meeting is supportive, to ensure all measures and support are in place to help a student achieve excellent attendance. Often barriers are identified during Attendance Team early intervention, which are then discussed with the Emotional Well Being Team, Safeguarding Team, and Behaviour Team. Early support is then put in place.

Stage 2 - Below 94% - Where an improvement has not been seen after the meeting and unless circumstances are exceptional, a letter requesting medical evidence is sent to parents (all letters sent are linked on SIMS). After this letter is sent, in the event medical evidence is not provided, the absence will be recorded as unauthorised.

Medical evidence is not a note written by a doctor, medical evidence can be an appointment card or prescription for medication. Where circumstances are exceptional, a plan should be in place to ensure all support is in place to support the child in attending school as often as possible and reviewed at regular intervals.

Stage 3 - Further decline following a meeting letter and medical evidence letter – Legal warning letters will be sent to parents where appropriate, this letter gives parents a notice period of twenty days and if attendance does not improve during this time, the Attendance Team will take steps towards legal action against them. Where circumstances are exceptional, a plan should be in place to ensure all support is in place to support the child in attending school as often as possible and reviewed at regular intervals.

Further decline following legal warning letters – An official three week warning letter will be sent to parents.

Further decline following official legal warning letter, or unauthorised absence during the three week period – The Attendance Team will complete evidence based prosecution paperwork and send to the Local Authority for processing.

Further decline following legal action – The Attendance Team will issue an Aggravated Warning Letter informing parents that if a student's attendance continues to decline then a further prosecution will be issued. If a prosecution is aggravated, parents could end up in court and fines could end up being thousands of pounds.

Appendix 4

Joint Attendance and Safeguarding Procedure

Missing Children and Absence Policy

What are our responsibilities when a child is absent?

If a pupil is absent, and no reason has been provided for this absence, all schools have a responsibility to contact the parent or carer on the first day of absence and continue to make every effort to locate and engage the pupil in attending school. The following procedure is followed at Sheffield Springs Academy in line with Local Authority and national attendance and safeguarding policies.

Step 1 - Day 1 - Phone call & SMS Message

All unexplained absences and unauthorised absences (including unauthorised absences where verbal contact has not been made), a staff member will telephone the child's home to seek reasons for absence or discuss the unauthorised absence. Where a student's attendance is below 95%, the potential consequences if the child's attendance continues to decline. Where unexplained absences are concerned, a discussion will also be had to establish reassurance from a parent or carer that the child is safe at home as well as discussing all of the above attendance expectations.

All calls will be conducted in a manner that ensures all reasons for absences are resolved, supporting parents and guardians and in other instances reassuring them to ensure the child returns to school the following day.

If there is no answer at the home or on mobile numbers, a second call back will be made and risk assessed after 2 hours. All attempts of contact is recorded on Arbor. If the Attendance Team is not reassured that a vulnerable child is at home or safe the school's designated lead for child protection should be consulted to consider the next course of action.

If the parent/carer answered the call, the child is not with them or safe and the parent is concerned, the member of staff will advise the parent to contact the local police station to inform them that the child is missing. The member of staff will also advise the parent to contact all people the child is known to talk to and places the child is known to frequent. The parent should also be encouraged to visit places the child frequents visit to tell people that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts.

A member of staff will make a physical check for the student to ensure they are not present.

If the Safeguarding and Attendance Teams are not reassured of the child's safety following the above processes, then the risk will be assessed, and the Safeguarding Team will then proceed appropriately.

Step 2 - Day 2 – Home visit and/or further action taken

If a student has 2 days of consecutive absence whether explained or not, whatever the child's attendance level, then a staff member may visit the home address and discuss the absence and where below 95%, the potential consequences if the child's attendance continues to decline.

All visits will be conducted in a manner that ensures all reasons for absences are resolved, supporting parents and guardians and in other instances reassuring them to ensure the child returns to school the following day.

A request will also be made to see the student to seek reassurance that the student is safe at home. If this reassurance is not ascertained following the home visit, then the Attendance Team will discuss this with the Safeguarding Team whom will assess the risk and proceed appropriately.

Step 3 - Days 3-9 - Subsequent Home Visits

If the student has not been seen or returned to school following the previous home visit on day 3, then a subsequent home visit will be made to again seek reasons for absence or discuss the unauthorised absence, and where below 95%, the potential consequences if the child's attendance continues to decline. The Attendance Officer will also attempt to see the student and seek reassurance they are safe at home. If this reassurance is not ascertained following the home visit, then the Attendance and Safeguarding Team will assess the risk and the Safeguarding Team will proceed appropriately.

Step 4 - Day 10

Following repetitive calls and visits as outlined in the above steps 1-3, if contact has not been made with parents and the child has not been seen, school must report the child as missing from education.

Step 5 – Ongoing Safeguarding and Attendance Team Intervention

Where step 5 has been reached, unless it has been established that a child is out of area, daily visits and calls must continue until the Sheffield LA CME department have responded to the CME referral.