



ATTENDANCE PROTOCOL

A child is absent from transport and/or breakfast. 8.30am

Pastoral or tutor makes phone call to find out where the child is.

AP provider to contact the school in the first hour of their start time regarding attendance.

The school will make a follow up call and contact home if they have not arrived at the placement.

If school receives no call

Alert Phase leader of that phase

Phase leaders will make further follow up calls and deploy attendance team. 9-10am

Student Fails To Attend School Without reasonable explanation

Day 1, 2 or 3 of absence
Attendance Team go out
Notify Phase Lead of outcome.
Record on SIMS.

Student attends school

Student attends, but is late.

Reports to reception by main entrance and not let in by side gate to be marked in.

Reception alerts tutor team and BART email. Tutor/ Phase reply all and forwards to transport to ensure return taxi is back on.

Enquiries-taxi-brokerage@leicester.gov.uk

No further action

Student attends school

Phase Leader Tracking

- < 95% - Letter of concern sent from school
- < 90% or 10 days absence - Referral to EWO process starts. Add to school attendance concern register. Letter sent by Mo
- < 85% - EWO Panel Meeting and potential court proceedings issued

Attendance etiquette

Encourage parents and carers to make contact with the school if:

There is a problem not being able to get to school, poorly or appointments have been made that cannot be made outside of school hours.

Ensure you are signing out any child via the main office for visits and trips.

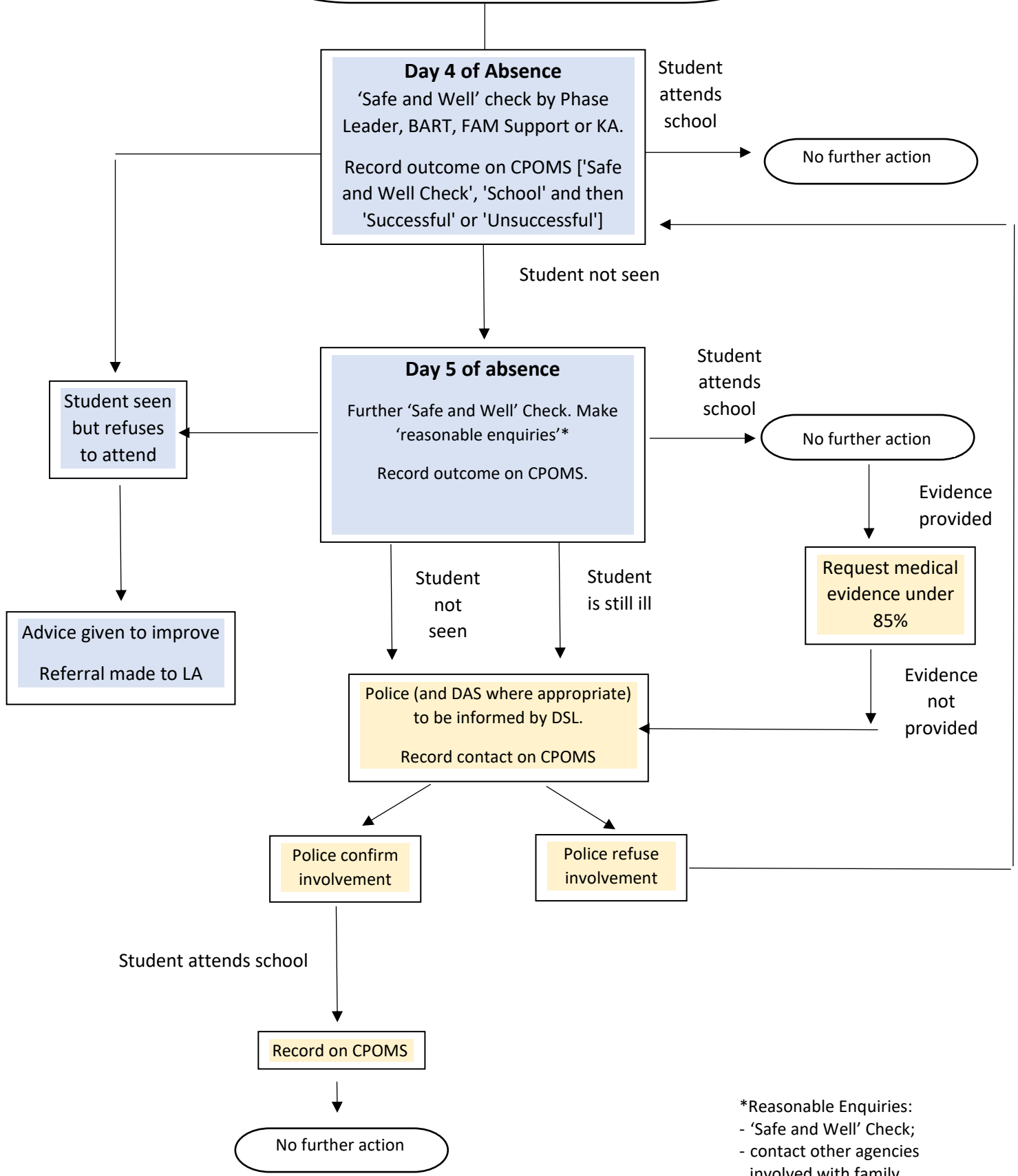
*Reasonable explanation

Illness

Bereavement

Major incident at home

Student continues to fail to attend School



*Reasonable Enquiries:
- 'Safe and Well' Check;
- contact other agencies involved with family
- call numbers recorded on SIMS