



Bailey Street AP Academy

Absence and Child Missing In Education Policy

POLICY TITLE	ABSENCE AND CHILD MISSING IN EDUCATION POLICY
	This policy should be read in conjunction with the Attendance and Punctuality Policy
AUTHOR	Scott Cooksey
REVIEW COMMITTEE	This policy will be reviewed by the LAB on an annual basis

DATE APPROVED	January 2022
REVIEW DATE	January 2023

Signature	Headteacher	Date
Signature	Chair of LAB	Date

Bailey Street AP Academy Absence and CME referral Policy

Absence procedures/CME Referrals

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.

Parents are required to contact the school as soon as possible on the first day of any absence, and every subsequent day.

Procedure

Daily Telephone calls

- Calls start at 9.15am by the office Administrator for **ALL pupils on school roll**.
- This includes **contacting the mainstream school for dual registered pupils**.
- This also includes a **pre attendance call for any pupil timetabled to attend after period 1**
- This includes **any pupil on an AP or work experience**
- A text message or email will be sent if contact is not made.
- For all pupils not accounted for by 10.15am a second phone call is made by the office.
- A daily attendance log is produced and shared with the school attendance officer, SLT, the safeguarding Team and form tutors.
- If there is still no contact the School Attendance Officer will liaise with VIP Education to request they make contact with the family (The attendance team will contact VIP Education to complete a home visit if no contact is made by the 3rd day of absence. Earlier if a child is on a children protection plan in conjunction with social workers or agreed strategy).
- VIP Education will report back the same day via a secure email the outcome of the visit, if the pupil does not arrive for a second day, or has not made any contact with school or VIP Education then VIP Education will continue in conjunction with school to make a safe and well “eyes on” check, which entails visibly seeing the pupil in person or through a video call.

- If contact is made Bailey Street AP Academy staff will work with the parents and pupil, to encourage attendance.

If a Pupil is sent home during the school day due to illness

- If a pupil needs to be sent home during the school day due to illness, or unforeseen circumstance this must be by agreement with an appropriately authorised member of school staff. No pupil will be allowed to leave the school site without parental authorisation. A record of the telephone call and authorisation must be logged on Arbour.
- In such circumstances, the pupil must wherever possible be collected from the school office by a parent or another authorised adult, and signed out.
- Where the parent or carer gives their permission for the pupil to walk home and it would be safe for them to do so then Bailey Street Academy will make a follow up telephone call to ensure pupil has arrived home safely. It is expected that the pupil will go straight home (or to a suitable carer) and not to friend's house. A record of the telephone call to check that the pupil has arrived safely must be logged on Arbour.
- In the event that the pupil hasn't arrived safely then parent or carer will be advised that they should report their son/daughter as a missing person. A record of the advice given must be logged on Arbour. Any additional concerns should be passed on to the school safeguarding team and logged on my concern.

CHILD MISSING IN EDUCATION

If the pupil remains off school for 10 consecutive school days, The Office Administrator will try the following methods to contact parent's/family members, via telephone, text, email, VIP Education, letters. Keeping records of contact made. The Office Administrator will also check with the school's admission team, to see if the pupil has been registered elsewhere.

If after 20 school days (four school weeks) the pupil has not been located, a CME referral form will be submitted to cme.referrals@staffordhsire.gov.uk at which point the Headteacher should take the pupil off the school roll. See Appendix A (Flowchart Mapping The CME Process)

If, however there is a concern regarding the immediate safety of the pupil First Response must be contacted, Dependent on the level of concern, the police and the Education Safeguarding Advice Service can also be consulted by emailing esas@staffordshire.gov.uk or telephoning 0800 13 13 126 (option 3).

Attend VIP Independent Education Welfare Officers

The Bailey Street AP Academy school employ VIP Education an Independent Education Welfare Company. They work with the school to raise attendance and deal with welfare matters.

Together with the School, VIP Education will monitor and review attendance; offer support and consider further action, which could be to recognise that attendance has improved or to follow more formal procedures where attendance has not improved.

The Bailey Street AP Academy PRU will take advice from VIP Education and may contact the LA about any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Penalty Notice for non-attendance

Following investigation any unresolved issues could result in the parent/carer receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s-.444.

Parent/carers who are subject to a Penalty Notice have the following 3 options:

- Pay the £60 fine within 21 days.
- Pay £120 after 21 days but within 28 days.
- Do not pay the fine. In this case, the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1,000 for each student whose attendance is causing concern and for each parent/carer involved in the prosecution.

Persistent Absence/lateness

In addition to monitoring daily absence Bailey Street AP Academy also monitors pupils for lateness and for persistent absence. If pupil attendance drops below 90%, a letter will be issued to the parent/carer. If a pupil is late on more than one occasion parents will be contacted by either telephone or letter. Where attendance and lateness is a continued cause for concern an attendance clinic meeting will be held in conjunction with school and VIP Education.

Exceptional circumstances

When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.

Exceptional circumstances include when a pupil is unable to attend because:

- The school is fully or partially closed,
- Transport provided by the school or LA is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

The use of the 'Y' code is collected in the school census for statistical purpose

Pupils will be grouped into categories based on their percentage attendance as follows:

<p>Green Group</p> <p>93.1%-100%</p> <p>Excellent</p>
<p>Yellow Group</p> <p>90.1% - 93%</p> <p>Low Attendance</p>
<p>Red Group</p> <p>Less 90%</p> <p>Persistent Absence Pupils</p>

Attendance during the school year	Equals this number of days absent	Which approximates to this many weeks absent	Which means this number of lessons missed
900/0	19 days	4 weeks	100 lessons
	38 days	8 weeks	200 lessons
	57 days	11.5 weeks	290 lessons

Summary

The School notifies the parents/carers of the attendance of the pupil each term in their termly report.

Parent/carers have a duty to make sure that their children attend. School staff are committed to working with parent/carers as the best way to ensure as high a level of attendance as possible.

The school's SLT, Attendance Officer, Behaviour Manager and VIP Education work collaboratively to improve attendance through a range of strategies, for example end of term rewards, in house tutor house competitions, individual pupil incentives, use of the weekly rewards, office site tuition, AP provisions. The school also put in place where necessary transport to assist the pupil getting to their provision and any other bespoke timetable where viable.

Students of concern are identified and their attendance monitored, case studies are undertaken for the lowest attending pupils and strategies put in place are recorded and reviewed.

The attendance lead meets weekly with VIP Education to discuss pupils and any statutory action or letters that need to be completed.