

PROCEDURE

SAFEG-P02-3-RAISING A CONCERN ABOUT ATTENDANCE-00

1 INTRODUCTION

1.1 The procedure explains to the process to be followed if there is a concern about attendance. It is for:

- Parents/Carers - so that they know what “normal” looks like;
- Staff - so that they know how they should report their concerns.

1.2 It must be used in conjunction with the SAFEG-02-Attendance Policy.

2 WHY THIS IS NEEDED

2.1 Student absence is unplanned and parents do not respond to the text message from the Trust.

2.2 Staff are concerned about a student’s absence.

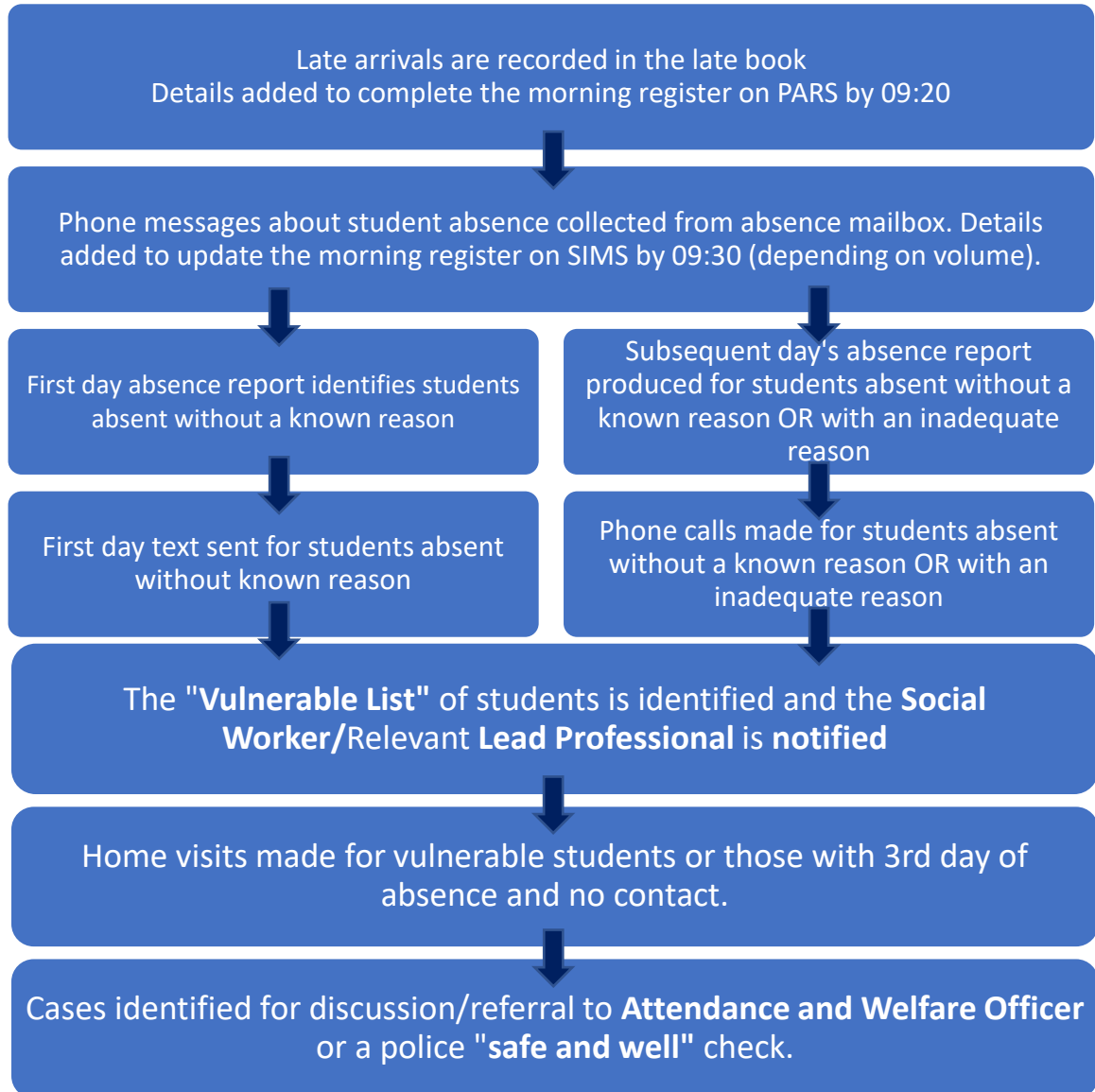
2.3 The Trust has a legal and safeguarding responsibility to monitor attendance and respond to unplanned absences by:

- Telephone calls to parents/carers and/or other emergency contacts;
- Home visits;
- Referral to the Education Welfare Officer (EWO);
- Referral to the Police for a “Safe and Well Check.”



PROCEDURE

3 WHAT WILL HAPPEN



4 PROCEDURE AUTHOR

- 4.1 The author of this procedure is Assistant Principal: KS3, Reporting and Assessment. They should be contacted for any points of clarification or suggested future amendments.



PROCEDURE

5 VERSION CONTROL

Procedure Number	SAFEG-P02-1
Procedure Name	Attendance – Reporting Absence
Version Number	00
Publication Method	External A copy must be made available in U:\Staff Information\Compliance\Procedures\SAFEGuarding Procedures
Approved by	Welfare and Safeguarding Committee
Date of Approval	July 2022
Key changes since previous version	1. This is a new procedure
Next Review Date	July 2023