

### **Absence Procedures in School**

The school has a responsibility to establish any authorised absence. The Local Authority Children's Service also has a responsibility to monitor absence.

- Any member of staff marking the registers must put a code in for a child who is not in class at registration. Please do not leave it blank.
- On the Attendance register please put a O, if the reason is not known why the child is not in school.
- On the dinner register please put an A, for any absence as the system will only recognise this one code for any absence.
- When the registers come back into the office. Any child marked with O on the attendance register will be checked on our absent sheet to see if a telephone call has been left explaining why the child will not be attending school on that day. If no message has been recorded then telephone calls will be made to the emergency contacts of the child before 09.30am each morning by Mrs Ullah to establish the reason.

If we cannot reach the contact a message will be left. If no-one contacts school or the absence continues to the next school day and no explanation of the absence has still been received from the school, then school will need to write to the parent/carer or visit the child's home address.

If the event of 10 unauthorised absences school is to complete the relevant form advised by the Local Authority which is Services for Young People – Attendance Enforcement Referral. (See appendix 1)

- A group email will be sent to the teacher of each class every morning once we have carried out the above, giving them the information/reason for each child's absence (this way staff can see a paper copy explaining why they are absent).
- A new late slip has been implemented and copies of these will be issued to each class. Can we ensure that as soon as the child comes into class late they are to take or be given one, then it is to be brought along to the school office by that child immediately. Mrs Ullah or Mrs Sabbatinelli will then update the class register and attach them to the lateness file.

We hope that this review will help with the absences in our school, it will ensure all the safeguarding procedures and practices that Fellgate take seriously. Many thanks for your co-operation.

**I have arrived late into school.**

**Please can you mark me in my  
class register.**

**Thankyou.**

**I have arrived late into school.**

**Please can you mark me in my  
class register.**

**Thankyou.**

**Services For Young People  
Attendance Enforcement Referral**

**Pupils Name:**

**DOB:**

**Address:**

**School:**

**Year group:**

**Parents/Carers Full Names:**

**Address if different from above:**

**Telephone Number(s):**

**Reason For Referral: (Please attach a current attendance certificate – NB. The team can only respond to unauthorised absences)**

**Known risks/concerns ie violence, drugs, alcohol, dogs etc:**

<b>Prior to making this referral has school:</b>	<b>Yes</b>	<b>No (please expand)</b>	<b>Date</b>
<b>Made telephone contact</b>			
<b>Letter sent (copy attached)</b>			
<b>Made a home visit</b>			
<b>Invited parents to meeting</b>			

**Any other Information: ( ie LAC, SEN, CP, other agency involvement, relevant history)**

**Referred By:**

**Designation:**

**Tel no:**

**Date:**

**Email:**