

Absence Procedure

A large decorative graphic on the left side of the page. It consists of a dark teal curved shape that resembles a landscape feature, with a white circle inside. Below this is a white wavy line, and further down is a white zigzag line.

Pride
Passion
Partnership
Professionalism
Positivity

Absence Procedure

1. Introduction

At Fen Rivers, the office staff take a whole school register on arrival. They are responsible for completing registers by 9am each morning and 1pm every afternoon. In addition to this, teachers take a register at the start of every lesson, to ensure late arrivals to school are known and every pupil's whereabouts is known at all times.

Attendance is recorded on Bromcom, our electronic registration system. A note is made against each entry where the reason for absence is known. The latest time a late mark can be used, before lateness receives an unauthorised mark, is 9.15am.

2. First Day of Absence

If the parents or carers of an absent pupil haven't contacted the school, office staff are responsible for phoning them. We ask that all notifications for absence are made to the school office by telephone or email before 9.30am each day. Office staff will start calling parents of all absent children for whom contact has not been received to ensure every child's whereabouts is known and they are safe. All those families that haven't notified the school of their child's absence are called before 10.30am each day.

Should they be unable to reach parents by phone, office staff call each person on the Bromcom contacts list and then follow up with a text. Office staff are responsible for escalating all attendance concerns to the Designated Safeguarding Lead (DSL) or a Deputy DSL, and recording their escalation on CPOMS. For example, office staff will always inform the school's safeguarding team as soon as possible in the event of:

- any absence of a CIN or CP pupil.
- being unable to reach any named contacts by 11am on the first day of absence

3. Welfare Checks During Periods of Pupil Illness

Office staff will call home regularly enough for the school to monitor the pupil and anticipate their return to school.

For instance, a parent calls on Monday to say their child has tonsillitis and will not be in school for a few days. In this scenario, office staff would call parents on Wednesday morning to ask how the pupil is feeling and when they might be well enough to return. As above, these calls are recorded on Bromcom.

Escalation to a DSL or a Deputy DSL may be required if contact can't be made with a pupil's family during the period of absence. A doorstep visit will be undertaken to ascertain the safety of the child and family if no other contact has been possible.

4. Pupils With Severe or Long Term Absence

The paragraphs above fully apply unless a member of the school leadership team informs colleagues that a different approach is required for an individual pupil.

5. Monitoring the Attendance of Pupils' Educated Off-Site

The attendance of all students who attend any off-site provision, including provision provided by the medical needs team, is monitored in the same way.

Providers are expected to share attendance information (present as well as absent) with the school office daily. They will be contacted by the school office by 9.30am in the rare event that this information is not received. The parents of AP pupils are also expected to inform the school office of any absence. If parents have not contacted the school by 9.30am, office staff will contact them as we would with pupils who learn on site.

Those students who attend an off-site curriculum provision as part of their options subjects are registered on site in the morning and transported to Open Road by school staff. Their morning mark at Open Road and their afternoon registration mark at Open Road are both provided to the school office.

Promoting attendance and managing absence is an important part of safeguarding students. We want alternative provision students to thrive and achieve and feel like they belong to their school, even when working in a different way.

6. Valued Insights

Office staff may gain important insights into attendance patterns and wider matters about a pupil's wellbeing. We are grateful when colleagues communicate any absence trends that they observe, and any other information, to school leaders. This helps ensure the right action can be taken at the right time.