**Absence Procedure**

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| **Approved by:** | SLT | **Date:** |  |
| **Signed by:** |  | **Position:** | Head |
| **Last reviewed:** | November 2024 | **Next review due:** | September 2025 |

**Monitoring arrangements**

This behaviour policy will be reviewed by the Governors and senior leadership team annually but may be reviewed earlier if deemed appropriate. At each review, the policy will be approved by the Chair of the Governing board

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| Author: Liz Cooper | Title: Absence Procedure | Ref: | Date: November 2024 |
| Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711 | | | |

**Absence Procedure**

If a student does not arrive for their session:

* If we are contacted by students, parents/carers that a student will be absent that day, we will update the register and the Learner Absence sheet on MS Teams, with reason for absence.
* If we have not been notified by a parent/carer that the student is absent that day, and they have not arrived by 15 minutes after their start time, the staff running that tutor session will make a call home. When contact has been made, that staff member will update the Learner Absence sheet on MS Teams and ensure that the register is completed correctly. Should the staff member be unable to do this due to other students in the session, they will put a note on MS Teams, asking a member of the Admin team to call.
* If there is no answer from the parent/carer, and a voicemail facility is available, we will always leave a message saying that the student has not arrived and asking them to return the call with a reason for absence.
* We will update all communications on the Learner Absence sheet on MS Teams, including if a message has been left.
* The key member of staff/staff member running the tutor session (or Admin if appropriate) will update the Learner Absence sheet on MS Teams again, once the call has been returned, with reason for absence, and ensure the register is also filled in correctly.
* If no contact has been made by the end of that Tutor session, a member of the SLT will instigate the following:

**Procedure checklist for staff:**

* Have you heard from the student?
* Have you heard from the parent/carer?
* Have you heard from peers?
* Do we know any medical appointments or holiday plans?
* Consider additional needs: those that are parents; those that are carers; transport difficulties and mental health needs. Can we put something else in place for the day ie distance learning, welfare phone call, emotional support, signposting?
* Are there additional causes for concern or safeguarding? Look at the bigger picture and discuss with DSL and DDSL.
* Try all contact methods to speak to someone that day and record actions and outcomes.
* Consider a welfare check.
* Contact all known professionals involved - social worker, PA etc.
* If all of this is unsuccessful, phone the Police.

To assist with this procedure, contact telephone numbers and email addresses can be found on Horizons.

Strategies for repeat absence:

Please refer to **Inclusion College Improving Attendance** document.