

Attendance Process for Continuous Absence Thorns Collegiate Academy



Communication received daily

No communication received daily/CME*

Day 1	
<p>Family contact the academy by 9am providing reason for absence. Reason for absence recorded in Arbor. Any associated external agencies such as social care will be notified.</p>	<p>No contact from family by 9am. Text message and/or phone call made. If no communication with family regarding absence then a safe and well video call may be conducted for students who are attending an external alternative provision, have a Child Protection Plan, are identified as a Child in Need, those with an attached Intensive Family Support Worker or Youth Worker, have an EHCP, are a Child Looked After (CLA) or are identified as having other vulnerabilities. Any associated external agencies such as social care will be notified.</p>
Day 3	
<p>Family contact the academy daily by 9am providing reason for absence. Safe and well home visit or video call conducted for students attending an external alternative provision, have a Child Protection Plan, are identified as a Child in Need, those with an attached Intensive Family Support Worker or Youth Worker, have an EHCP or are a Child Looked After (CLA). Any associated external agencies such as social care will be notified.</p>	<p>No contact from family by 9am. Text message and/or phone call made. If no communication with family regarding absence then a safe and well home visit or video call will be conducted for students who are attending an external alternative provision, have a Child Protection Plan, are identified as a Child in Need, those with an attached Intensive Family Support Worker or Youth Worker, have an EHCP, are a Child Looked After (CLA) or are identified as having other vulnerabilities. If this fails then the Attendance Team will try all emergency contacts in Arbor, speak to the student's session 1 teacher and/or student's friends. Any associated external agencies such as social care will be notified.</p>
Day 5	
<p>Family contact the academy daily by 9am providing reason for absence. Safe and well home visit or video call conducted for all students. If this fails then the Attendance Team will try all emergency contacts in Arbor, speak to the student's session 1 teacher and/or student's friends. Any associated external agencies such as social care will be notified.</p>	<p>No contact from family by 9am. Text message and/or phone call made. If no communication with family regarding absence and a safe and well home visit or video call will be has not been successful for students who are attending an external alternative provision, have a Child Protection Plan, are identified as a Child in Need, those with an attached Intensive Family Support Worker or Youth Worker, have an EHCP, are a Child Looked After (CLA) or are identified as having other vulnerabilities; this will be triaged with the Safeguarding Team to decide the next appropriate action. Safe and well home visit or video call conducted for all other students. If this fails then the Attendance Team will try all emergency contacts in Arbor, speak to session 1 teacher and/or student's friends. The Attendance Team will send the CME letter to all families identifying a time and date to attend a meeting at the academy. Any associated external agencies such as social care will be notified.</p>

Attendance Process for Continuous Absence Thorns Collegiate Academy



Days 6 - 9	
<p>Family contact the academy daily by 9am providing reason for absence.</p> <p>If there has not been a successful safe and well home visit or video call the concern is escalated to the Safeguarding Team to continue to try and make contact working in collaboration with the Attendance Team.</p> <p>Any associated external agencies such as social care will be notified.</p>	<p>No contact from family by 9am.</p> <p>If there has not been a successful safe and well home visit or video call the concern is escalated to the Safeguarding Team to continue to try and make contact working in collaboration with the Attendance Team.</p> <p>DSL may contact 101 to request Police undertake a safe and well check.</p> <p>Any associated external agencies such as social care will be notified.</p>

Day 10	
<p>Family contact the academy daily by 9am providing reason for absence.</p> <p>If there has still not been a successful safe and well home visit or video call then the Safeguarding Team will decide on the appropriate action in collaboration with the Attendance Team.</p> <p>Any associated external agencies such as social care will be notified.</p>	<p>No contact from family by 9am.</p> <p>Attendance Team to make a CME referral to Dudley Education Support Service.</p> <p>DSL to decide on next appropriate action which may include the submission of a MARF.</p> <p>Any associated external agencies such as social care will be notified.</p> <p>THE ACADEMY WILL CONTINUE WITH REASONABLE ENQUIRIES.</p>

At every stage of this process if there is a concern that a student is at risk of harm then the matter should be triaged with the Safeguarding Team and immediately referred to MASH. If there is any reason to suggest a crime has been committed then the Police should also be involved.

*CME (Children missing from Education) are defined as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. This may also include children who are registered at a school but are not attending, and their whereabouts is unclear or unknown.