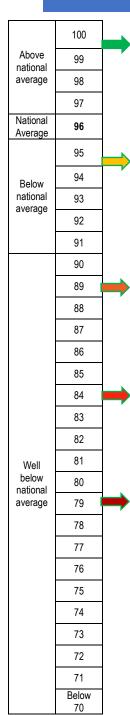
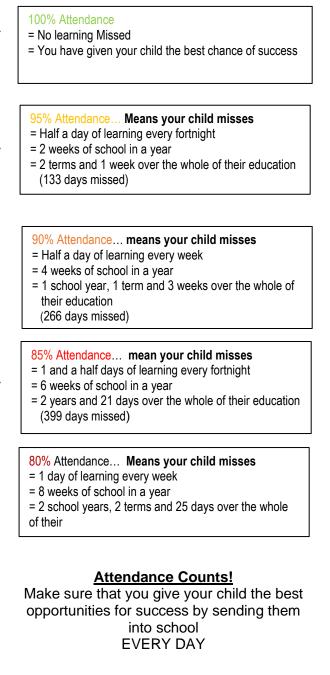
## BEARWOOD PRIMARY & NURSERY SCHOOL ATTENDANCE OVERVIEW





## Day to day absence procedure:

If a pupil is absent from school the following procedure will be adhered to. If you are unsure whether your child should attend school this NHS website is good place to start: <u>Is my child too ill for school? - NHS (www.nhs.uk)</u>

Day One	<ul> <li>Parents are expected to call the school absence line by 9am</li> <li>The school will send a text message out by 10.30am</li> <li>For families who are considered vulnerable or below 90% a phone call will be made, or a home visit arranged (this will be agreed by the senior leadership team)</li> </ul>
Day Two	<ul> <li>Parents are expected to call the school with an update</li> <li>If no contact has taken place a phone call or home visit will be made</li> </ul>
Day Three	<ul> <li>If no contact has been made all contact numbers will be tried, a text sent, and a welfare visit will be made</li> </ul>
<b>Moving to</b> <b>CME</b> (Child Missing in Education)	We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child. So, help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year. We will then follow BCP's CME a guidance. <u>School</u> <u>attendance (bcpcouncil.gov.uk)</u>
Vulnerable and low attenders (below 95%	A home visit or phone call may be arranged earlier if the pupil is deemed to be persistently absent (below 90%) or who are severely absent (below 50%) and for those with any past or current safeguarding concerns

Please note that an attendance fast track support plan can be actioned at any point where we have concerns about attendance. This process will be a 12-week plan with a 6 week review.