

First day response

Contact made by phone via reception

Contact made by text via reception

Ensure that Attendance and Inclusion Team are involved

Third day of absence (no contact) – ‘Safe n Well’ home visit undertaken by Learning Mentor

Tenth day of absence (with contact) – ‘Safe n Well’ home visit undertaken by Learning Mentor (individual circumstances will be taken into account)

If attendance improves – no further action - continue to monitor

3/4 weeks of erratic/non-attendance ISAP meeting held – Home School, Parents, Student, LM, SLT rep attend – ASP in place to support improvements in attendance at Chapel (individual circumstances will be taken into account)

Parenting Contract put in place and led by Access and Inclusion Team

Any statutory process (including the use of FPNs) will be led by the Home School as the child remains on their role

If attendance improves – no further action - continue to monitor

Attendance continues to cause concern – referred to ‘Stuck Case’ panel – Parent/Carer and referrer informed

Discussion at ‘Case Review Meeting’ if appropriate

Attendance continues to cause concern – sent back for discussion and recommendations to initial Referral panel – Parent/Carer and referrer informed

Absence/Attendance Procedures – Chapel House

On-going liaison with home school

Stuck Case Panel – Chapel House

Attendance continues to cause concern – referred to 'Stuck Case' panel – Parent/Carer and referrer informed

Attendance and Inclusion Team
made aware of panel meeting

Parent/Carer made aware of panel
meeting

Original referrer made aware of
panel meeting

'Stuck Case' panel meet to make recommendations and next steps using a 'Solution Circle' approach

'Stuck Case' panel recommendations and next steps shared with all stakeholders involved

Stuck Case Panel Procedures

- Referrals from Learning Mentors following an initial discussion with Senior Learning Mentor
- Name shared with Deputy Head – basic information (attendance and original referral) gathered
- Meet every 2-3 weeks (aim for twice per half-term)
- All Learning Mentors and Deputy Head attend