Coventry Extended Learning Centre Absence Procedures

**Admin Daily Actions**

* All arrivals, including late arrivals, recorded and details added to SIMS, to complete the morning register by 10.30am.
* First day phone call/text sent for all children where reason unknown/inadequate.
* Email sent to on-site staff and SLT, outlining the day’s attendance details.
* Vulnerable list children identified, and Social worker/relevant lead professional notified.
* Morning register opens at 9:00 and closes at 10:00. Afternoon register opens at 13:15 and closes at 14:00. Students arriving after 9:00 must be L coded. Students arriving after 10:00 (or 14:00 in PM) must be U coded.

**Third Day Keyworker Action**

* Phone calls made to parents/carers when no adequate reason is given for absence by third day.
* Contact should continue to be attempted until successful.

**Second Day Admin Action**

Phone calls made to other contacts/emergency contacts when still unable to make contact by the second day.

**Weekly SLT/Attendance Officer Action**

* SLT to meet with AOs on a weekly basis.
* AOs to home visit students with more than 5 consecutive days 0% unauthorised absence.
* Cases identified for discussion/referral to Attendance Officers or police safe & well check.

**Weekly Keyworker Action**

Should attendance remain below 90% over a one-week period then the first attendance letter is sent by the keyworker - the letter will include a two-week target.

**Fortnightly Keyworker/Pastoral Manager Action**

If target is not met, keyworker to raise with Pastoral Manager. Pastoral manager to send the second attendance letter. Parents/Carers will be invited to a meeting within centre (Keyworker and Attendance Officers can also be invited). An internal attendance contract will be implemented (two-week time frame), regardless of parental engagement. Evidence for medical marks will be required.

**Fortnightly SLT/Attendance Officer Action**

Where the internal attendance contract has been unsuccessful, then a Stage 3 SLT letter will be sent and SLT will discuss further actions with Attendance Officers.

If there is no immediate improvement after a further home visit by Attendance Officers, then a Local Authority Parenting contract, or a Fixed Penalty Notice will be considered and discussed at the Attendance Meeting.

**IMPORTANT:**

**All communication and information must be case noted and saved in the student file**