**Attendance**

**Early Years**
George is four. His attendance has always been sporadic; parents will sometimes let you know why George hasn’t attended, but not always. Last week the Nursery Manager spoke to George’s dad as, over the past year, there had been numerous concerns from staff about George; he has had strange bruises which he can’t explain, he often smells of urine, he has had head lice several times and he keeps swearing at the other children and staff. Other parents have complained and are telling their children not to play with him. George has not returned to Nursery and his parents have not been in touch

- What would you do immediately?
- Would you record any of this, and if so where?
- What actions would you take in the longer term?
- If you felt that you needed to take further advice who would you speak to?

Follow your safeguarding procedures (action should have been taken far sooner in the scenario above). Parents should have been spoken to and detailed records kept including a chronology and SMART actions.

Every effort should be made to communicate with the family to find out why he is not attending

A consultation with ChECS should have taken place; if not, this needs to be done. They may have information, which you are not aware of, which could be significant

Ensure that you have a published attendance policy so that reporting absence procedures are clear. Embed these positive habits before the child starts school
Primary:
Jasmine, Kathryn, and Philip have attended your school for the past three years. They are popular pupils who work hard and have a wide friendship group. The school have never had any concerns over their wellbeing or safety. However, they haven’t attended school for the past three weeks.

- What should you have done immediately?
- What actions would you take in the longer term?
- If you felt that you needed further advice who would you speak to?
- Would you have done anything differently if these children were on Child Protection Plans?

Follow your attendance procedures (action should have been taken far sooner in the scenario above). Every effort should have been made to communicate with the family to find out why they are not attending.

Ensure that you have a clear attendance policy so that parents are very clear on the reporting absence procedures. It’s always positive to embed these positive habits young before the child transfers to school.

Use Cheshire East’s Children Missing Education procedures and ensure they are flagged up to Cheshire East as missing: Children Missing Education
Secondary:
Martin is in year 9. His attendance has been steadily getting worse over the past six months. When he is in school he frequently misses lessons and is often on report for lack of school uniform, a negative attitude and lack of homework. He has not attended school for the past three days (Tuesday to Thursday) and in form time on Friday one of the other students, Andy, has said that he had spoken to Martin’s Mum and she doesn’t know where he is; she had told Andy that Martin went to a party on Tuesday night and didn’t come back. She isn’t worried because he often stays out overnight and always comes back in the end.

- What would you do immediately?
- Would you record this, and if so what and where?
- What actions should be taken in the longer term?
- If you felt that you needed to take further advice who would you speak to?

Follow your safeguarding procedures and ensure that Martin is located. (police, ChECS, social care)

Looking at the behaviours displayed by Martin prior to this a plan should already have been established with the involvement of Martin and his parents to address the underlying reasons for his behaviours including decline in attendance.

If Andy’s information was correct then ensure this is reinforced with Andy so that he knows he did the right thing in sharing this information.