



Loreto High School Chorlton

School Attendance

June 2018

All procedures at Loreto High School have the Loreto values and traditions at their foundation. We strive to provide a caring Catholic ethos where each individual is celebrated and valued. The quality of the relationships between pupils and staff is the key to a successful school.

Regular attendance is vital for pupils to build successful relationships with their peers and staff so that they can flourish as individuals and reach their true potential.

The policy sets out the main procedures to be followed but the procedures should always be surrounded by a clear mission which seeks truth, sincerity, justice and reconciliation.

We will always look for the ability to move forward with optimism

Regular school attendance is essential if children are to achieve their full potential.

Loreto High School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- Present;
- Absent (authorised or unauthorised);
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

Categorising absence

Daily Absence Procedures (Appendix 1)

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the Head Teacher and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

It is expected that parents advise the school by telephone/ or email on each day of absence before 8:45am, providing the school with a reason for absence and an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

If the number of absences accrued by a pupil is causing a concern the school may request medical evidence in order to authorise the absence. This may take the form of a prescription, GP appointment card or GP note for example. Without this the absences may be marked as unauthorised. If this has been requested and not received the absence may be recorded as unauthorised.

Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation, this is at the discretion of the Head Teacher or designated member of staff.

Absence will be categorised as follows:

Illness

Absence due to illness can be authorised by the Head Teacher if parents and carers follow the correct protocol for reporting absence as detailed. Parents and carers may be asked to provide medical evidence where there are repeated absences due to reported illness. They may be informed of this by letter. Failure to provide medical evidence when requested will result in unauthorised absence.

Medical and dental appointment

Absence for medical and dental appointments may be authorised by the Head Teacher on occasion but parents and carers are advised, where possible, to make medical and dental appointments outside of the college day or during holiday periods. Where this is not possible, pupils should attend for part of the day. Parents and carers are required to show an appointment card/ letter to the Attendance Team to confirm the appointment. Failure to do so may result in absences being marked as unauthorised.

Other Authorised Circumstances

This relates to where there is cause for absence due to exceptional circumstances.

Excluded (No alternative provision made)

Exclusion from attending school is counted as an authorised absence. If your child is excluded, you will be expected to collect them from the school where you may receive a letter informing you of the exclusion, the number of days they are excluded and the expected date of return. If your child does not return to the school on the expected date this and all following absences will be marked as unauthorised, unless there are exceptional circumstances.

The pupil's Head of Year will make arrangements for work to be sent home during the period of the exclusion.

Leave of Absence

It is expected that requests for leave of absence are made in writing and in advance to the Head Teacher or designated member of staff. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**.

Each application will be considered on its individual merits and the decision whether to authorise the leave will take into consideration a number of factors these include but are not limited to:

- The circumstances of the leave requested
- Your child's level of attendance and punctuality
- The time of year i.e. during the exam period

Loreto High School is no longer allowed to authorise leave of absence in term time unless there are exceptional circumstances. **Permission will not be granted for leave of absence for the sole purpose of a holiday unless exceptional circumstances apply. Exceptional circumstances will be determined by the Head Teacher & the Attendance Team.**

If a leave of absence is taken despite permission being refused or without making a written request a referral may be made to the Local Authority to consider issuing a penalty notice or a full prosecution in the Magistrates Court under the Education Act 1996 s.444 (1) or (1a).

If a pupil fails to return and contact with the parents has not been made or received. Attempts will be made to ascertain the whereabouts of the pupil this may be through letters, home visits or contact with other agencies. If no contact is received or made Loreto High School may remove the pupil from the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

Religious observation

Loreto High School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends.

It is expected that a written request by the parent is made providing details of the religious observation. The number of days authorised for religious observation will be decided by the Head Teacher on a request by request basis, considering the individual details of the religious celebration, observance or festival.

Leaving the school premises during the school day to observe religious practices will not be permitted. Pupils will however be provided with opportunities for religious observation during the school day during period of religious reflection or observation.

Traveller absence

The aim for the attendance of Traveller children, in common with all other children, is to attend as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending as regularly as that trade permits.

Traveller children will be recorded as attending an approved educational activity or dual registered when:

- The child is on roll and attending another school or college.

- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced.

Late arrival & punctuality (Appendix 2)

All Pupils are expected to be on site at 8.45am so that they can be in their lessons for school starting at 8.50am.

Pupils arriving between 8:50 & 9:20am are expected to report to Reception where they will be greeted by an Attendance Officer. Pupils arriving will be marked as the L code (late before the close of the register).

A text message will be sent to the parents of all pupils arriving late and pupils will receive a detention to be carried out that day or designated day, unless a satisfactory reason for late arrival is provided.

The register will close at 9.20am. Pupils arriving after the close of register will be recorded as the U code (late after the close of the register) this is an unauthorised absence.

Late arrival will only be authorised if there is a satisfactory reason provided and evidence provided to corroborate this (i.e. GPs appointment card, prescription etc.). Authorisation is at the discretion of the Head Teacher or a designated member of staff.

A text message will be sent to parents advising of the late arrival and warning that statutory action may be requested should this continue. Pupils will receive a detention to be carried out that day. Parents will be notified if their child is expected to attend a detention.

Repeated excessive late arrival after the close of the register will result in intervention instigated by the attendance team and may lead to a referral to the local authority to consider statutory action including a penalty notice or prosecution in the Magistrate's court.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)

- 20 days continuous unauthorised absence without notification or contact from the parent/ carer and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Loreto High School follows Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

Roles and Responsibilities

Loreto High School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented

- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Attendance Staff will:

- Implement an escalation of intervention model.
- Monitor and analyse pupil attendance data on a weekly basis.
- Discuss the attendance and punctuality of all pupils with Senior Leadership Team.
- Discuss attendance and punctuality as part of the school's safeguarding duties at a bi-weekly vulnerable pupils' meeting.
- Implement the identified strategies for promoting good whole school attendance.
- Implement the identified strategies for tackling unsatisfactory attendance.
- Manage individual pupil casework files.
- Support the Senior Leadership Team in delivering whole school initiatives such as whole school reward systems for those pupils with good to excellent attendance and those who are showing a marked improvement in attendance and punctuality.
- Make referrals to appropriate external agencies and the Local Authority as required including leading on Early Help Assessments.
- Instigate statutory action including referrals to the Local Authority to consider issuing a penalty notice or a prosecution under s444 (1) or (1a) of the Education Act 1996.
- Contacting parents/carers by telephone calls and text messages when appropriate and recording all contact. This will include home visits and through meetings with parents/ carers.
- Record all actions (letters sent, newsletters, home visits) in an appropriate manner.

Department Heads/Head of Year/Pastoral Staff/Form Tutors will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Report any concerns to Designated Safeguarding person and attendance staff in line with the School's attendance and safeguarding policies
- Work with other agencies to improve attendance and support pupils and their families

Teachers & Support Staff will:

- Highlight to the Senior Leadership Team/ Safeguarding Staff and Attendance Team any pupils causing concern.
- Promote the importance of good attendance and good punctuality.
- Promoting whole school initiatives, reward schemes and celebrations.
- Delivering a diverse curriculum in a child centered learning environment.

The Pupils will be expected to support attendance by:

- Attending every day
- Arriving at school before 8:50am and being ready to learn every day, wearing full uniform and with the correct equipment
- Monitoring own attendance levels and being aware of their current attendance band
- Speaking to adults if situations arise that may have a negative impact on their attendance and punctuality
- Cooperating with interventions and support when offered
- Adhering to consistent bedtime routines, completing homework in good time and making sure equipment is ready the evening before

It is expected Parents support their children and the School by:

- Talking to their child about school life and taking an interest in their child's educational progress.
- Promote good attendance and punctuality.
- Ensuring that all parents do not remove their children for unnecessary absence including holidays taken during term time.
- Contacting Loreto High School when their child is absent and providing a reason for the absence.
- Contacting and discussing any concerns they may have regarding their child's welfare and wellbeing and being open to any support offered by Loreto High school.
- Ensuring their child attends punctually every day.
- Engaging with intervention strategies provided by Loreto High School if their child's attendance becomes highlighted as a cause for concern.

Attendance and Punctuality Interventions (Appendix 3)

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Pupils will be classified as the following:

GOLD	Pupils with absence of 2% and below	98% and above
GREEN	Pupils with absence between 2.1 - 5%	97.9 - 95%
BLUE	Pupils with absence between 5.1 - 7%	94.9 - 93%
YELLOW	Pupils with absence between 7.1 – 9.9%	92.9 - 90.1%
RED	Pupils with absence above 10%	90% and below

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussions/ Meetings with parents and pupils
- Attendance Officers / Panels
- Parenting contracts
- Attendance report cards
- Early Help Assessments
- Referrals to support agencies including CAMHS, CARITAS, MCC Early Help Hubs and Social Services, where appropriate.
- 1:2:1 sessions/ support with Pastoral Leaders
- Pupil Voice Activities
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Whole school and individual reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- The Learning Hub
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with parents/ carers and pupils through a signed agreement. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Loreto High School will consider the use of statutory/ legal action.

Persistent Absence

A pupil becomes a 'persistent absentee' (PA) when their absence is 10% or more for any reason (Inc. unauthorised and authorised absence) during the academic year. Over a full

academic year this would be 38 sessions or 19 days. Absence at this level is doing considerable damage to your child's educational prospects.

Students in this category will be identified as red in our absence banding system and parents or carers will be expected to fully cooperate with an intensive level of support which could include establishing an Early Help Assessment, targeted action plan and/or parenting contract.

All students who are PA, or are considered to be on track to becoming PA, will be referred to Loreto High School attendance team and may also be referred to appropriate external agencies for targeted support. To ensure that pupil's attendance does not fall into this category interventions will be initiated at an earlier stage.

Failure to engage with support that results in a student consistently remaining in the PA category may result in a Penalty Notice being requested or a referral to the Local Authority to pursue legal proceedings.

Legal Deterrents

Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the Head Teacher.

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 (1) or (1a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 (1) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. Section 444 (1a) states the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so; he is guilty of an offence

A parent found guilty of this offence can be fined up to £2,500 and or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts (Anti-Social Behaviour Act 2003)

A Parenting contract is a voluntary agreement between school and the parent; it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

Education Supervision Order

The Local Authority must consider applying for an Education Supervision Order (ESO) before prosecuting parents. A Local Authority may apply for an ESO instead of or as well as prosecuting parents. The order is placed on the child and a supervising officer is appointed by the court to supervise that child's education, either at a school, or at home for a specified period of time.

School Attendance Order

If it appears to the Local Authority that a child of compulsory school age is not receiving a suitable education, either by regular attendance at school or otherwise, then they must begin procedures for issuing a School Attendance Order. The order will require the child's parents to register their child at a named school. If they fail to comply with the order the parent can be prosecuted.

School targets

Loreto High School's Governing Body will establish attendance targets each year. These targets will be shared with the wider college community through staff training and regular communications to parents or carers, such as newsletters. Throughout the academic year we will monitor absences and punctuality to highlight where improvements can be made.

Loreto High School holds an aspirational target of 100% for all pupil attendance because we know that excellent attendance is the key to unlocking each and every child's true potential.

Attendance = Progress = Success.

Appendix 1: Daily Absence Procedures

Pupils expected to be on site at school by 8:45am.

Pupils expected to be on site ready to attend form at 8.50am for registration.

Attendance Officer (AO) checks all registers are completed by 9.20am.

AO formulates a list of all pupil absent from school/ registration – this is cross referenced with late arrivals record, voicemails & messages received by 9.30am

Text message sent to all parents by 9:45am

Reply received

No Reply

AO records responses on SIMS and appropriate code recorded

List of absences disseminated to Pastoral Leaders (PL) and Heads of Year(HOY), Attendance Lead/ DSP

No Contact

AO or Attendance Administrator (AA) make Absence Calls to parents – all responses recorded on SIMS. AO records appropriate code.

Home Visit made by AO/ PL during period 3.
Priority given to at risk groups/ safeguarding issue

Unsuccessful home visit
Calling card left at property
Results recorded on SIMS

If no contact/response received Home Visit made by AO.
Priority given to at risk groups/safeguarding issue.

Successful home visit
Complete home visiting record with parent/ pupil.
Discuss importance of good communication and attendance.

Home visiting records placed in individual pupil files.

Appropriate code recoded on SIMS and reason for absence recorded.

Any attendance concerns pupil raised at Vulnerable Pupils meeting for discussion.

All safeguarding concerns reported to the Safeguarding Lead/Designated Safeguarding Person (Ms Naughton), Attendance Team Lead(Mr Quinn) and Attendance Officers (Ms Astle and Mrs Botfield-Richards) in-line with Loreto High School Safeguarding policy.

Appendix 2: Daily Punctuality Procedures

Pupils expected to be on site at school by 8:45am and be ready for registration at 8.50am and the start of the first lesson.

Morning am register taken between 8:50am and 9.10am.

All pupils arriving between 9:00am – 9:20am enter through the main reception where they will be greeted by an Attendance Officer (AO).

The name of each pupil, the time of arrival and a reason for late arrival will be recorded by the AO.

The late record is recorded by the AO who will record the appropriate code.

Text message sent to parents to inform of late arrival and a school detention.

If the pupil fails to attend this detention a phone call is made to parents advising of this and that the pupil must now attend another detention.

Punctuality concerns – pupil discussed at weekly attendance meeting.

If a child arrives late to school they will be expected to attend a school detention

Failure to attend the detention or further late arrivals, results in further consequences e.g. lunch/break detentions, Internal exclusion, attendance meeting – to be decided on a pupil by pupil basis.

3 late arrivals in a week – letter highlighting concerns issued to parents.

Continuing late arrival – Parent is invited to Meeting with AO/ Att Leader – Support Plan agreed and recorded.

No engagement/ No Improvement – Home visit made and punctuality discussed with parents – HV record completed.

No engagement/ No Improvement- Parent issued with Statutory Action Warning Letter (following 5 sessions of U Code)

No engagement / no improvement – Statutory action referral made to Local Authority to consider penalty notice/ prosecution.
schoolattendance@manchester.gov.uk

No engagement/ No improvement & statutory action is not appropriate/ known difficulties.
Referral made for appropriate support:

- EHP/Early Help Hub
- Family Support Worker (ABR)
- CARITAS –SW/ Counsellor
- Children’s Services etc.

Appendix 3: Escalation of Intervention

<p>GOLD 2% ></p>	<p>CELEBRATE GOOD ATTENDANCE 98% and above</p>	<p>Pupil's whose absence is less than 4% will be congratulated, receive positive encouragement and be rewarded at a whole school level to maintain high levels of attendance.</p> <p>It is essential all staff verbally praise these pupils and this is highlighted with parents/carers by class teachers.</p> <p>Good attendance highlighted with parents/carers by certificate each half term.</p> <ul style="list-style-type: none"> • Certificates distributed in assembly half termly as follows for attendance – <ul style="list-style-type: none"> Gold - 100% Silver - 98% - 99.9% Bronze - 96% - 97.9%
<p>GREEN 2.1 – 5%</p>	<p>MONITORING ATTENDANCE 97.9 – 95%</p>	<p>Absence at this level is beginning to cause concern.</p> <p>Early intervention will be instigated as a preventative measure. Attendance Team & Lead / Pastoral Leaders / Safeguarding Lead will advise and support to ensure the pupil's needs in school are met.</p> <p><u>Pastoral Leaders (PL)/Attendance Team (AT) / Form Tutors (FT) will:</u></p> <p>Speak to pupil about reasons for absence Speak to parent/carer about reason for absence</p> <p><u>Attendance Team (AT):</u></p> <p>Attendance Letter sent to parents/carers – absences only authorised with evidence. Pupil discussed at weekly VP meeting to ascertain if there are any concerns – appropriate actions assigned at meeting. Referrals made to relevant external and internal support, if appropriate. If absences are unauthorised or no contact is received, AT to make home visit (Appendix 1).</p>

<p>BLUE 5.1 – 7%</p>	<p>ATTENDANCE CONCERNS 94.9 – 93%</p>	<p>There are serious concerns over absence at this level and the pupil is at risk of becoming persistently absent (PA). Formal interventions will be instigated. The school AT takes the lead role in supporting parents/carers to ensure they can improve attendance and preventing attendance from declining further.</p> <p><u>Head of Year (HOY)/Pastoral Leaders (PL)/Attendance Team (AT) Form Tutors (FT) will:</u></p> <p>Speak to pupil about reasons for absence. Speak to parent/carer about reason for absence.</p> <p><u>Attendance Team:</u></p> <p>Medical evidence requested from parents/carers for all absences, if not received absences may be marked as unauthorised.</p> <p>Attendance Team makes home visit to discuss concerns with parents/carers and pupils – formal record of discussion made and targets assigned.</p>
<p>YELLOW 7.1 – 9%</p>	<p>AT RISK 92.9 – 90.1%</p>	<p>A pupil with this level of absence is in a high risk group and will be identified as persistently absent (PA) once their absence has risen to 10% and above. An Early Help Assessment, referral to Social Services or legal intervention may be instigated. Statutory Action may be instigated.</p> <p><u>Attendance Team</u></p> <p>Regular home visits are made by AT/PL as part of attendance and safeguarding procedures. Parents/Carers are invited to Attendance Panel by letter with AT and PL – formal record of meeting made, targets assigned and referrals to internal and external support where appropriate – inc. EHA referral.</p> <p>No improvement seen – a further home visit is made to discuss concerns. If 2.5 days of unauthorised absences have been accrued a Statutory Action Warning letter will be sent, warning of legal interventions, including a penalty notice, prosecution.</p> <p>Statutory Action monitoring period begins – if no improvement is made a referral where appropriate will be made to the Local Authority to consider legal action (penalty notices/prosecutions).</p>

<p>RED 10% ></p>	<p>PERSISTANT ABSENTEE 90% and below</p>	<p>All pupils with absence 10% or above are classed as a persistent absentee (PA). Pupils with absence of 10%> will be discussed at both the weekly attendance meeting and the Vulnerable Pupils meeting. Consideration will be given to statutory/legal action.</p> <p><u>Attendance Team:</u></p> <p>Regular home visits are made by AT/PL as part of attendance and safeguarding procedures.</p> <p>Parents are invited to attendance meeting with AT and appropriate member of staff, ie. Pastoral Leaders, Raising Standards Leader, AL Safeguarding Lead or Family Support Worker. At this meeting parents/carers will be offered an Early Help Assessment, Parenting Contract or other appropriate referral.</p> <p>If no improvement is made and parents/carers refuse to engage a referral will be made to the Local Authority to consider statutory action, including issuing a penalty notice or prosecution.</p> <p>If this is not appropriate a referral may be made to Social Services following a discussion with the Safeguarding Lead.</p>
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- * **At all stages, if there are welfare or safeguarding concerns it is the duty of all staff members to make a “pennies in the bank” referral to school’s Safeguarding Lead and the pupil will be added to the Vulnerable pupils list.**