

## Home Visits/Welfare Checks

No notice of absence **by 8.55am** attendance team to call, contacting ALL contacts if needed in priority order.

Reason for absence confirmed by Parent/Carer/Emergency contact. Information coded on Bromcom.

Red flag giving specific detail of absence.

No answer from Parent/Carer/Emergency contacts.

Follow up voicemail, text, email sent to Parent/Carer.

Parent/Carer answers door and reason for absence explained. Academy to see pupil if possible. Information coded on Bromcom with details of absence. Account of home visit detailed on CPOMS.

Reason for absence confirmed by Parent/Carer/Emergency contact. Information coded on Bromcom.

Red flag giving specific detail of absence.

## **Vulnerable Families**

Record unexplained absence on CPOMS for the safeguarding team to follow up.

Call ALL contacts in priority order and where no response - X2 members of academy staff to conduct a home visit same day. Record home visit and outcome in CPOMS, including a photo of the calling card where no response.

No response – Leave a home visit calling card for the parent explaining the reason for the home visit and asking them to contact the academy as a matter of urgency.

Leave a "We've missed you" postcard for the pupil.

Continue to call parents/carers/ emergency contacts.

Refer to DSL to consider next steps (contact 101 for a welfare check).

## All others

Continue to call parents/carers/ emergency contacts to obtain reason for absence.

## Day 2 – no reason for absence

Attendance team to run day 2 absence report daily and send to safeguarding & pastoral team.

Call ALL contacts in priority order and where no response - X2 members of academy staff to conduct a home visit. Record home visit and outcome in CPOMS, including a photo of the calling card where no response.