



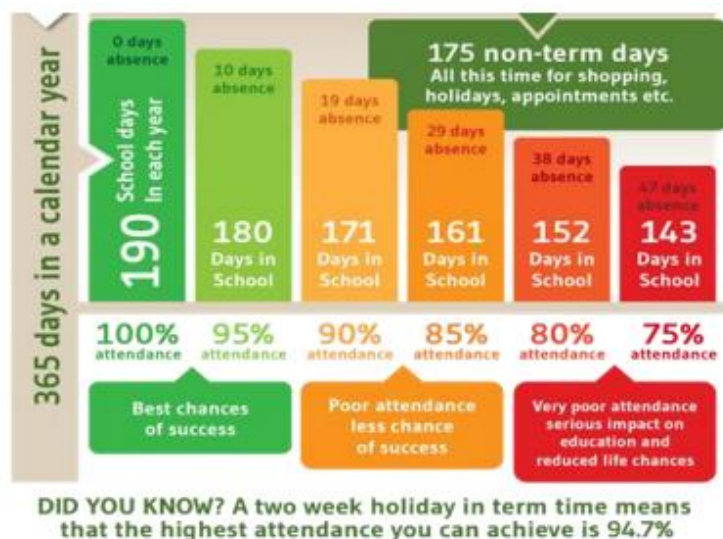
Attendance Policy

Head Teacher	Sign and Date	H Warburton 10.06.26
Chair of Governing Body	Sign and Date	L Carter 10.06.26
Vice Chair of Governing Body (Signed in the absence of CofG)	Sign and Date	

Next Review Date	Summer 2027
Committee Responsible	Combined
Document locations	Shared Drive & X Drive & Website

At North Walkden Primary School we believe that attendance and punctuality at school is not only a legal requirement, but is fundamental to the child's development and attainment. Local Authorities, Schools, Parents and the wider community all have a role to play in improving attendance.

At North Walkden we have implemented procedures designed to ensure that all our pupils attend regularly.



0 days off in a year 0 lessons missed	100%
2 days off in a year 10 lessons missed	99%
5 days off in a year 25 lessons missed	97%
10 days off in a year 50 lessons missed	95%
14 days off in a year 70 lessons missed	93%
20 days off in a year 100 lessons missed	90%

AIMS AND OBJECTIVES

- To demonstrate a strong attendance ethos.
- To have a clear policy on absence.
- To have effective systems for monitoring attendance.
- Use attendance data to improve school and pupil performance.
- To promote the importance and legal requirements of good attendance to pupils and their parents/carers.
- Early intervention when individual pupil absence gives cause for concern.
- To have support systems in place for vulnerable pupils.
- To reward and celebrate good and improved attendance and punctuality.
- To make best use of additional support for pupils and parents with greatest need.

PROCEDURES AND INTERVENTION TECHNIQUES

We demonstrate a strong attendance ethos by having:

- A whole school approach, which reinforces good attendance, teaching and learning to encourage all pupils to attend and to achieve.
- An attendance and behaviour policy, which is easily understood by all and is regularly updated and shared with all stakeholders.
- Appropriate attendance targets.
- Strong leadership on attendance with all staff seeing attendance as a shared responsibility.
- Termly reporting of attendance issues to the senior management team and Governors.
- Developed a multi-agency response to improve attendance and support pupils/families.

ABSENCE PROCEDURES

Parents/carers must contact school before **9.00am** on **each day** to report that their child will be absent from school. There are two ways to report an absence;

1. Phone 0161 921 2921 – Option 1 – leave a voice mail
2. Use the Absence reporting option on Arbor - Go to Attendance, select Log Absence (via Quick Actions), enter start/end time and a reason, then submit

Please do not email school or send an in-app message to report an absence – these messages will not be seen prior to registers being completed.

It is the school's decision to classify the absence (authorised or unauthorised). If your child has more than 10 days of sickness (or their attendance % falls between 90 – 95.9%) in one academic year, then school will ask you to produce medical evidence for each subsequent absence after that. Notes can be obtained from school for you to take to the doctor for them to stamp and sign. If medical evidence is not obtained then your child's absence will go down as unauthorised and will be referred to the Education Welfare Service. This may then result in a fixed penalty fine.

The school has a first-day response system in place: The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
 - Ensure the proper safeguarding action is being taken.
 - Identify whether the absence is authorised or not.
 - Identify the correct code to use to enter the data onto the school census system
1. A phone call, e-mail or text message is sent to the first parental contact for an absent child by 9.30 am
 2. If there is no response by 10 am, the school will phone emergency contact numbers for the family to attempt to establish the cause of absence.
 3. If by 10.30 am, no contact has been made with any of the named contacts, a welfare visit may be undertaken. This could be a member of school staff, the School Attendance Officer, Social Worker or Police.

Attendance Support and Intervention

Where a pupil experiences barriers to regular attendance, the school will work collaboratively with the pupil and their parents/carers to understand the underlying causes and identify appropriate support. Where barriers are within the school's control, the school will consider and implement additional support and reasonable adjustments where appropriate. Where barriers are external to the school, the school will work with parents/carers and relevant external agencies and partners to support the family in accessing appropriate voluntary support. As a minimum, where a pupil is at risk of persistent or severe absence, the school will meet with the pupil and their parents/carers to understand the root causes of the absence and agree appropriate, practical interventions and an action plan. Where necessary, this may include referrals to external services or other agencies to provide additional support.

LATE MARKS

If a child arrives to school late, after 8.55am but before 9.15am, they receive a late mark (L code). Arrival to school after 9.15am will result in an unauthorised attendance mark being given (U code), this will make a difference to the child's overall percentage attendance rate and could contribute to a penalty notice being issued.

When your child is late, school will advise you of this by text to the priority contact.

HOLIDAYS IN TERM TIME

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly and consistently punctual. Requests for absences during term time must be requested by completing the Absence Request form. This can be obtained from the school office. Once completed the parent / carer must return the form to the office. The Headteacher will then indicate on the form whether or not the request has been authorised.

From 19th August 2024, the fine for school absences across the country will be £160 discounted to £80 if paid within 21 days, or £160 if paid within 28 days. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160 with no discount given for early repayment.

1. The first time a penalty notice is issued for unauthorised absence the amount will be £160 per parent, per child paid discounted to £80 if paid within 21 days.
2. The second time a penalty notice is issued for unauthorised absence (within 3 years) the amount will be £160 per parent, per child, paid within 28 days.
3. Only two penalty notices can be issued within any three-year period. This is incorporating both truancy and holiday penalty notices.
4. Any further unauthorised absences within the three-year period, which would usually result in a penalty notice, may result in legal proceedings.

PENALTY NOTICES

Following Salford City Council guidelines the school can request the issue of a penalty notice to parents in the following circumstance:

- For unauthorised holidays in term time. (Please see appendix 5)
- When a child has 10 sessions of unauthorised absence (5 school days) within a rolling 10 school week period. Unauthorised absences can include any unauthorised sessions recorded due to late arrival (U code) for school (1 day = 2 sessions).

MEDICAL APPOINTMENTS

Routine appointments should be made out of school time (during holidays) but if additional appointments are required then please make them out of school hours whenever possible. For appointments during school time - please show the appointment card to school **BEFORE** the appointment. Your child is only allowed time off school to attend the appointment. They should come to school before and return to school as soon as possible after the appointment. **Appointments not supported by an appointment card will be marked as unauthorised, those supported with an appointment card will be marked as an L code rather than M if your child returns to school during the session they are absent.**

ACTION TRIGGERS

- If a child's attendance drops to less than 96% you will be advised by letter. (Appendix 1)
- If a child's attendance drops to between 90% - 95% you will receive a Stage 2 intervention support letter (Appendix 2/2a)
- If no improvement is seen then a Persistent Absentee letter will be issued. (Appendix 3)
- If a child hits the national threshold of 10 unauthorised absences within a rolling 10 week period then a Notice to Improve letter will be issued (Appendix 4)

PERSISTENT ABSENCE

Pupils are categorised as being 'Persistently Absent' if their attendance drops to 90%. For children whose attendance falls into the 'persistent absentee' category, parents/carers will be contacted as detailed in the Action triggers and a referral made to Education Welfare Service who will review the attendance record and arrange for a meeting.

During this meeting:

- An action plan will be compiled with input from the parent/carer, school and pupil.
- Targets will be agreed and reviewed until that child is no longer in the persistent absence category.
- There would be a focus on links between attendance and attainment.
- A school / parent contract will be offered if it is deemed appropriate. If the parent fails to attend the meeting or there is no significant improvement in attendance, then the absence issue shall be escalated.

Team Approach – Children that fall into this category are supported across the school and the school will engage with external agencies to ensure the correct level of support is given i.e. school health team, EWO, family support worker. The school leadership team is advised of children crossing this threshold who in turn cascade to class teachers. The school has an attendance improvement plan which outlines the actions school takes to support and meet the needs of children who are missing this amount of schooling so as to minimise the effect on their learning and also to prevent children from falling into this category.

Alternative Provision and Reducing Barriers to Education and Attendance

Where a child is unable to attend school due to placement in Alternative Provision (AP) or difficulties linked to Emotionally Based School Avoidance (EBSA), the school will work closely with parents/carers and relevant professionals to maintain safeguarding, promote engagement with learning, and support a successful return to school attendance wherever possible.

Initial Planning Meeting

A meeting will be arranged between the school, parents/carers, and where appropriate the child and relevant professionals, to:

- discuss the barriers preventing regular school attendance;
- consider any emotional, social, medical or educational needs;
- agree a personalised support plan and realistic next steps;
- identify targets and strategies to support reintegration into school.

The agreed actions and review arrangements will be recorded and shared with all relevant parties.

Safeguarding and Risk Assessment

Prior to any period of education being delivered away from the school site, the school will complete:

- a Safeguarding Planning Form (appendix 7) ; and
- an individual Risk Assessment (appendix 6).

These documents must be discussed with and signed by parents/carers to confirm understanding of the arrangements, expectations, and responsibilities whilst the child remains on roll and under the care of the school.

Learning Provision Whilst at Home

The school will provide weekly learning activities and resources to ensure the child remains engaged with education during periods of absence from school.

Parents/carers will:

- collect the learning pack each Monday after 3pm;
- return the completed work from the previous week for review each Monday.

School staff will monitor the work completed, provide feedback where appropriate, and identify any additional support or adaptations required to help the child access learning successfully.

Weekly Teacher Check-In

A designated member of staff or class teacher will make weekly contact with parents/carers, normally by telephone each Thursday, to:

- discuss the child's wellbeing and engagement;
- review completed learning activities;
- identify any difficulties or additional support needed; and
- plan and prepare learning for the following week.

The purpose of this contact is to maintain strong communication between home and school and to support continued engagement with education.

Weekly Home Visits

Where appropriate, the school will complete weekly home visits whilst the child remains absent from school and under the school's responsibility.

Home visits may be used to:

- support the child and family;
- monitor wellbeing and safeguarding;
- encourage engagement with learning and reintegration plans; and
- review the effectiveness of the agreed support package.

All visits will be carried out in line with the school's safeguarding procedures and recorded appropriately.

BUTT (Build up Blended or Temporary Timetable)

A BUTT arrangement is a short-term, planned reduction or adaptation to a child's school timetable. It is used only when full-time attendance is temporarily not possible and is always designed to support a safe and gradual return to full-time education.

Reasons a BUTT may be used

A BUTT may be agreed for children experiencing:

- **Emotionally Based School Avoidance (EBSA)**, including high levels of anxiety about attending school
- **Medical needs** affecting stamina, recovery, or ability to attend full time
- **Mental health difficulties** requiring a reduced and supportive routine
- **Special Educational Needs (SEND)** where a phased approach is needed

- **Reintegration after long absence** from school
- Significant personal, family, or safeguarding-related circumstances

How the process works in school

When a BUTT is considered:

1. **Initial meeting**
 - School meets with parents/carers to discuss needs and barriers to attendance.
 - A temporary plan is agreed with clear goals.
2. **Support plan and timetable**
 - A reduced or blended timetable is put in place.
 - Clear expectations for attendance, learning, and support are shared.
3. **Safeguarding and review**
 - Relevant risk assessments and safeguarding documentation are completed. (Appendix 6&7)
 - Parents/carers are asked to sign agreement to the plan.
4. **Ongoing support**
 - Regular communication between home and school takes place.
 - Learning is provided to ensure continuity of education.
5. **Review and reintegration**
 - The arrangement is reviewed regularly.
 - The aim is always to increase attendance and return to full-time education as soon as appropriate.

BUTT arrangements are always temporary, carefully monitored, and focused on supporting the child's wellbeing, learning, and successful reintegration into school life.

DEFINITIONS - AUTHORISED ABSENCE

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent has followed the procedures as set out in this policy. Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classified as authorised. For children who are attending appointments that are authorised by school and only miss a partial session, school will classify this as a present mark by using the L code rather than the M code to prevent this impacting on the child's overall attendance percentage (these L codes will not be included when measuring lateness as detailed in the LATE MARKS section).

DEFINITIONS - UNAUTHORISED ABSENCE

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. It is important to remember that arriving to school late, when the registers have closed) will also result in an unauthorised mark for the morning session.

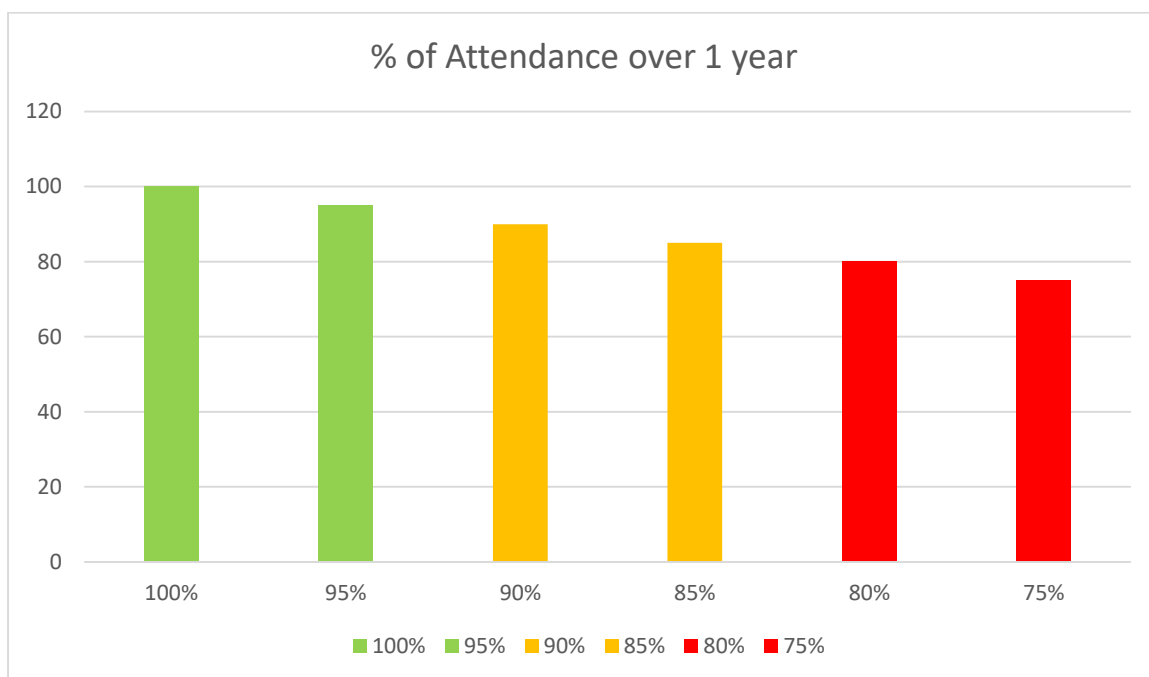
REWARDS

Class attendance is recognised weekly during the achievement assembly and rewarded at the end of each term. The winning class will receive time during the school day and undertake a fun activity.

Children with above 96% attendance will be recognised each term by entry to a draw for a prize. There will be recognition at the end of the school year for any child with 100%.

PUNCTUALITY

Punctuality is vital to the educational process. If your child misses the start of the day, they can miss work and do not spend time with their class teacher missing vital information and news for the day. This can significantly reduce achievement, regardless of academic ability. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. The government have included in their legislation that the local authority will issue Penalty Notices in cases where parents do not take responsibility for ensuring their child arrives at school on time. Parents must take responsibility for getting children to school on time. The start of the day is at 8.45am. Children arriving after this time must enter school through the main entrance, where their parent/carer will have to sign at Reception. All children must be accompanied to the office by an adult if late. It is unfair to expect children to report their late arrival for themselves. An arrival after 9.15am will be marked as an unauthorised absence. Persistent latecomers will be referred to the Education Welfare Service and can be subject to fixed penalty fines in accordance with local authority policy.



100% = 0 days absent

95% = 10 days absent

90% = 19 days absent

85% = 29 days absent

80% = 38 days absent

75% = 47 days absent

Best chances of success

Poor attendance – less chance of success

Very poor attendance - serious impact on education and life chances

LATE COLLECTION

School finishes at 3.15pm. Children must be collected at this time, 3 late collections within a half term will be reported to the Children and Families Worker. School will notify the priority contact by text that this has been logged.

AFTER SCHOOL CLUBS – If your child is collected late twice from after school club with a half term their attendance of the club will be reviewed and could be cancelled.

MONITORING

The Head Teacher in discussion with the Children and Families Worker and the School Business Manager will identify progress on attendance by including the item on staff meetings, senior management meetings, and Governing Body meetings agendas. This will enable follow-ups and show whether the policy is really effective. The Head Teacher will ensure that the policy is high profile throughout the year and especially at the beginning of a new school year through parents meetings and assemblies.

EVALUATION

The Head Teacher and Children and Families Worker will use data from monitoring and feedback from staff, governors, parents and the Education Welfare Officer, to review and update the policy once every school year. A termly report to Governors will be made.

STAGE 1 INTERVENTION

Dear ,

As part of our regular attendance reviews we are writing to parents/carers of those pupils whose attendance is currently being monitored.

The attendance for is currently . Their attendance can be viewed on the Arbor app.

98% - 100% - Fantastic attendance

96% - 97% - Good - above target

90% - 95% - Concerns - Needs to Improve - below target

80% - 89% - Serious Concerns - Persistent Absentee

The expected average for a child over the course of an academic year is above 96%

Good attendance and punctuality are vital to the progress of your child at school. If children do not come to school on a regular basis they cannot learn. Every member of staff at this school is striving to ensure all our pupils receive good quality education and for every student to achieve to their full potential.

Once a child's attendance falls below 96% they are monitored by the Education Welfare Officer. If attendance declines further we will write to you to offer support and may require additional evidence to authorise any future absences.

When your child is ill please contact school on the first day of absence. Family holidays during term time cannot be authorised, and a fine may be issued for any families taking their children out of school.

If you have any concerns or wish to discuss ways in which we can support you to improve your child's attendance, please do not hesitate to contact us.

Thank you for your continued support.

Appendix 2

STAGE 2 - SUPPORT INTERVENTION

Dear ,

As part of our regular attendance reviews we are writing to parents/carers of those pupils whose attendance is currently a concern.

The attendance for is currently . Their attendance can be viewed on the Arbor app.

98% - 100% - Fantastic attendance

96% - 97% - Good - above target

90% - 95% - Concerns - Needs to Improve - below target

80% - 89% - Serious Concerns - Persistent Absentee

The expected average for a child over the course of an academic year is above 96%

If you wish to make an appointment to discuss any barriers that may be affecting your child's attendance, please contact the school office. We would like to support you and your child to improve their school attendance.

We will now monitor your child's attendance until improvements are made and sustained. This will be reviewed in 4 to 6 weeks' time, until then further absences may be recorded as unauthorised. We may also ask that additional evidence is provided to support your child's absence.

This could include:

- Appointment card/letter
- Prescription

If no improvement is made we will arrange for a supportive meeting to which we may also invite the school nurse or other relevant professionals that can provide additional support.

Parents/carers have a legal responsibility to ensure their child's attendance at school. Good attendance & punctuality are vital to the progress of your child at school. If children do not come to school on a regular basis they cannot learn. Every member of staff at this school is striving to ensure all our pupils receive a good quality education and for every student to achieve their full potential.

Once a child's attendance falls below 90% they are automatically reported back to the Local Authority as a **"Persistent Absentee"**.

It is important that we inform you that a Penalty Warning Notice could be further considered if your child has accrued 10 unauthorised absences (5 school days).

When your child is ill, please contact school on the first day of absence. Family holidays during term time cannot be authorised, and a fine may be issued for any families taking their children out of school.

Please do not hesitate to contact me if you have any concerns. Thank you for your support in this matter.

Appendix 3

School Attendance – Persistent absentee

Dear <AddeeSalutation>

You may remember that I wrote to you previously to explain that our Education Welfare Officer had been into school to look at pupil's school attendance. I informed you that your child's attendance was below that expected by school and that their attendance was a cause for concern.

The attendance for <PreferredName> is currently <PercentAttendYTD>. You can view your child's attendance on Parent Portal.

Your child is categorised by the government as a persistent absentee as their school attendance is below 90%.

As stated, I have been monitoring this over the past few weeks. Unfortunately, your child's attendance has failed to improve.

As explained in the letter, if no improvements were made then we would escalate to the next intervention, a formal referral has now been made to the local authority Attendance Officer who will contact you directly to make an appointment for you to attend an Attendance Panel Meeting. The purpose of this meeting is to support you and work together to improve your child's attendance.

Please note that any further absences may still require additional evidence to enable school to authorise.

Please be aware that it is very important that you attend this meeting. If you do not attend, a home visit will be carried out by the Education Welfare Officer.

Thank you for your continued co-operation.

Mrs H Warburton
Head teacher

Appendix 4

NOTICE TO IMPROVE: ATTENDANCE

Dear <AddeeSalutation>,

We have growing concerns that <PreferredName> has been absent from school for a number of sessions over the last few weeks.

The attendance for <PreferredName> is currently <PercentAttendYTD>. You can view your child's attendance on Parent Portal.

To date no acceptable reason has been given for these absences, therefore they have been marked by the school as unauthorised in the register.

The following support has been offered to you/will be offered to you and your child with the aim of improving attendance:

- text messages and telephone calls home
- attendance advisory letters issued
- availability to view your child's attendance on Parent Portal
- support from the Local Authority Attendance Officer
- opportunity to meet with school to discuss any support needed

If you feel that you require further support to improve your child's attendance, please contact Mrs Blemmings to discuss further.

Due to the number of unauthorised absences we need to formally warn you that should there be any further unauthorised absences within the next 20 school days, a Penalty Notice fine may be imposed.

Please note: Unauthorised lateness equates to one session of unauthorised absence; this will be shown as U code on your child's registration certificate.

The Penalty Notice fine will not exceed £160 if paid within 28 days. If the penalty is still not paid within 28 days you will be prosecuted under Section 444(1) of the Education Act 1996. You will be prosecuted for failing to ensure that your child[ren] attend[s] school on a regular basis, i.e., not for the non-payment of the penalty.

It is your parental duty under Section 7 of the Education Act 1996 to ensure your child is in receipt of efficient, full-time education. The benefits of good attendance at school include improved wellbeing, educational outcomes and a positive impact on their wider life chances.

Should you disagree with this information or have any further enquiries, please do not hesitate to contact us.

Yours sincerely,

Mrs Warburton

HEAD TEACHER

Appendix 5 – Penalty notices amendment 19th August 2024

Parents/carers advised by email on 3rd July 2024

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

2024 No. 210

Education Penalty Notices for Non-School attendance

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.

Appendix 6: Alternative Provision (AP), EBSA and BUTT Risk Assessment Form

Child Information

Child Name	
Date of Birth	
Year Group	
Class Teacher	
Parent/Carer Name(s)	
Address	
Contact Number(s)	
Date Risk Assessment Completed	
Review Date	
Completed By	

Section 1: Reason for Alternative Provision / Reduced Attendance

Please tick the relevant category:

- ☐ Alternative Provision (AP)
- ☐ Emotionally Based School Avoidance (EBSA)
- ☐ BUTT Child
- ☐ Medical Needs
- ☐ Other (please specify): _____

Summary of Current Concerns

Identified Barriers to Attendance

- ☐ Anxiety / Emotional Wellbeing
- ☐ Mental Health Needs
- ☐ Medical Needs
- ☐ Behavioural Needs

- ☐ Family Circumstances
- ☐ SEN / Additional Needs
- ☐ Friendship / Peer Difficulties
- ☐ Transition Difficulties
- ☐ Other: _____

Section 2: Safeguarding Considerations

Risk Area	Yes/No	Details / Actions Required
Existing Child Protection Concerns		
Social Care Involvement		
Mental Health Concerns		
Risk of Self-Harm		
Online Safety Concerns		
Missing Education Risk		
Family Support Required		
Home Environment Safe for Visits		
Medical Concerns		
Other Safeguarding Concerns		

Designated Safeguarding Lead (DSL) Informed

- ☐ Yes
- ☐ No

Date Informed: _____

Section 3: Education and Learning Arrangements

Weekly Learning Arrangements

- ☐ Learning pack to be collected weekly
- ☐ Online learning provided
- ☐ Differentiated support provided
- ☐ Additional resources required
- ☐ Alternative timetable in place

Details:

Expectations for Parents/Carers

Parents/Carers agree to:

- collect weekly learning materials;
 - return completed work for review;
 - support their child in engaging with learning;
 - maintain regular communication with the school; and
 - inform the school of any concerns regarding wellbeing or safeguarding.
-

Section 4: Communication and Monitoring

Action	Frequency	Responsible Person
Teacher phone call/check-in	Weekly (Thursday)	
Home visit	Weekly	
Attendance review meeting		
Work scrutiny and feedback	Weekly	
Safeguarding review	Ongoing	

Additional Support Agencies Involved

Agency / Professional	Contact Name	Contact Details

Agency / Professional	Contact Name	Contact Details

Section 5: Risk Assessment and Control Measures

Identified Risk	Level of Risk (Low/Medium/High)	Control Measures / Actions
Poor engagement with learning		
Emotional distress/anxiety		
Social isolation		
Reduced attendance becoming prolonged		
Safeguarding concerns		
Lack of parental engagement		
Other		

Section 6: Reintegration / Review Plan

Intended Outcomes

Planned Reintegration Steps

Review Arrangements

Review Date: _____

Attendees:

Agreement and Signatures

We agree to work in partnership to support the child's wellbeing, safety and engagement with education.

Name	Role	Signature	Date
	Parent/Carer		
	School Representative		
	DSL		
	Other Professional		

School Use Only

Date Closed	Outcome

Date Closed	Outcome
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Appendix 7: Safeguarding Plan for Children Accessing Alternative Provision (AP), EBSA Pathway or BUTT Provision

Child Information

Child Name	
Date of Birth	
Year Group	
Parent/Carer Name(s)	
Home Address	
Contact Number(s)	
Date Plan Agreed	
Review Date	
School Representative	

Purpose of this Plan

This Safeguarding Plan outlines the expectations and responsibilities agreed between the school and parents/carers whilst a child is accessing Alternative Provision (AP), working under the Emotionally Based School Avoidance (EBSA) pathway, or following a temporary reduced timetable/BUTT arrangement.

Whilst the child remains on roll at the school and absent from the school site during normal school hours, the school retains an ongoing safeguarding responsibility. Parents/carers are expected to work in partnership with the school to ensure the child remains safe, supervised, and supported during the school day.

This agreement confirms the arrangements parents/carers are expected to manage whilst the child is not physically attending school.

Parent/Carer Responsibilities During School Hours

Parents/carers agree to:

- ensure their child is appropriately supervised during school hours;
- maintain regular communication with the school;
- engage with agreed support and reintegration plans;
- support the completion of educational work provided by the school;
- notify the school immediately of any safeguarding or welfare concerns;
- ensure emergency contact details remain up to date;
- support routines that promote emotional wellbeing and positive mental health.

Safety and Supervision Expectations

The following safety considerations must be appropriately managed by parents/carers whilst the child remains at home during school hours.

Safety Area	Parent/Carer Agreement
Supervision at Home	I will ensure my child is appropriately supervised during the school day and not left in unsafe situations.
Online Safety	I will monitor my child's online activity, internet access, gaming, and social media use where appropriate.
Safe Use of Technology	I will ensure devices and online platforms are used safely and appropriately.
Choking and Food Safety	I will ensure my child has access to safe meals/snacks and monitor any known choking risks or medical dietary requirements.
Medication and Medical Needs	I will administer medication as required and ensure medical needs are appropriately managed.
Emotional Wellbeing	I will monitor my child's emotional wellbeing and seek support if concerns increase.
Mental Health Support	I will encourage healthy routines, sleep, physical activity, and reduced isolation.
Attendance at Appointments	I will ensure attendance at agreed meetings, reviews, or external support appointments.
Home Environment	I will provide a safe and appropriate environment for my child during school hours.
Access to Unsafe Materials	I will ensure harmful items, substances, or unsafe online content are not accessible to my child.
Communication with School	I will respond to school contact and engage with agreed check-ins and visits.

Recommended Daily Routines to Support Wellbeing

To support emotional wellbeing and successful reintegration into education, parents/carers are encouraged to:

- establish a consistent morning and bedtime routine;
- encourage regular sleep patterns;

- provide opportunities for physical activity and fresh air;
- support regular mealtimes and hydration;
- manage online activities and ensure screen time is appropriate for my child's age;

Age	Suggested Recreational Screen Time	Guidance
4–7 years	Up to 1 hour per day on school days	Should be supervised and balanced with play, sleep, exercise, and family interaction
8–11 years	1–2 hours per day on school days	Encourage breaks, parental monitoring, and limits on social media and gaming
All primary ages	Avoid screens 1 hour before bedtime	Supports sleep, emotional regulation, and mental wellbeing

- encourage social interaction in safe and appropriate ways;
- provide a quiet space for learning activities;
- maintain clear boundaries and predictable routines;
- encourage positive engagement with learning tasks provided by school.

Communication and Monitoring Arrangements

The following support arrangements will normally be in place:

Support Arrangement	Frequency
Teacher/Staff Phone Call	Weekly
Learning Pack Collection/Return	Weekly
Home Visit	Weekly (where appropriate)
Attendance/Review Meeting	As agreed
Safeguarding Review	Ongoing

Concerns and Escalation

If the school becomes concerned that:

- safeguarding expectations are not being met;
- the child is not being appropriately supervised;
- communication with parents/carers breaks down; or
- risks to the child increase,

the school may:

- arrange an urgent review meeting;
- seek advice from external agencies;
- make a safeguarding referral where appropriate; and/or
- review the suitability of the current AP/EBSA/BUTT arrangements.

Agreement

By signing below, parents/carers confirm that they:

- understand the safeguarding expectations outlined within this plan;
- agree to provide appropriate supervision during school hours;
- will work in partnership with the school to support the child's wellbeing, safety, and education; and
- understand that the school retains safeguarding responsibilities whilst the child remains on roll.

Name	Role	Signature	Date
	Parent/Carer		
	Parent/Carer		
	School Representative		
	DSL		

Review Record

Review Date	Summary of Changes/Actions	Staff Initials