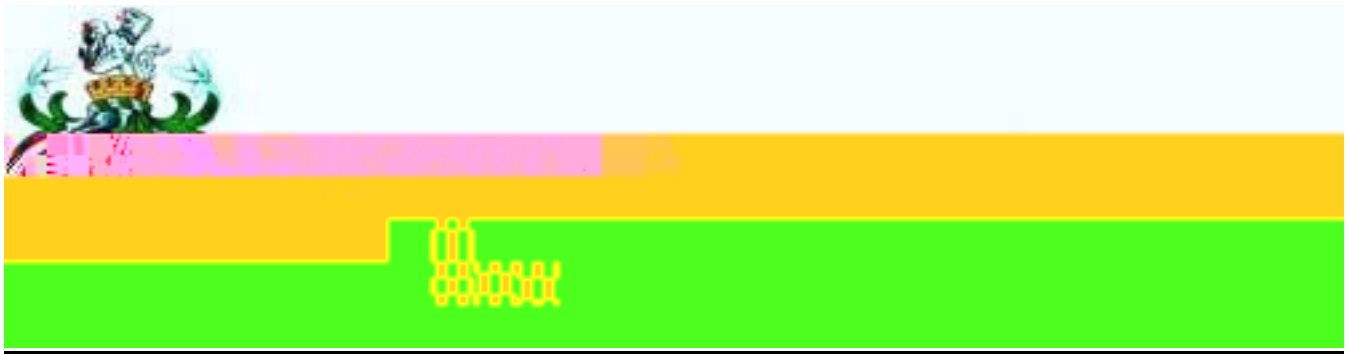




Attendance Protocol for Looked after Children

This protocol is between The PLACE, schools, carers and social workers to support the attendance of looked after children in schools both inside and outside of South Tyneside.

The Context.

Our partnership with and between schools is leading to improved attendance and achievement by our looked after young people. We know that if young people do not attend school then their chance of success, in examinations and assessments, is significantly affected. It is therefore essential that we act immediately to counteract absence from day one of any incidence of non attendance. By providing appropriate and timely support we hope to enable all young people to receive all the benefits of their education. Furthermore as a result of this protocol we would expect to see a further improvement in attendance and achievement across the Borough.

The responsibilities of residential staff and foster carers

Carers/ residential staff should:

1. Inform the school and the PLACE (Tel: 0191 4273490) on the **first day of any absence** and explain the reason for the non-attendance by telephone.
2. Establish good morning routines by making sure the child / young person is getting up on time and leaving for school on time.
3. Take children/ young people on holiday in school holiday time only.

The responsibilities of schools/designated teachers

Schools /designated teachers should:

1. Contact the LAC Senior Education Welfare Officer at the PLACE (Tel: 0191 4273490) on the **first day of absence** of any looked after child by 9.30 am on the day of absence to allow early intervention to take place.
2. Contact the LAC Senior Education Welfare Officer at the PLACE (Tel: 0191 4273490) on the **first day of an exclusion** of a looked after child and make arrangements to provide education from day 1.
3. Provide The PLACE with attendance data (in the form of the attendance certificate) for all looked after children in their school at the end of each half term. This will enable the PLACE to monitor attendance of looked after children across the Borough.

The responsibilities of the PLACE

The LAC Senior Welfare Officer will respond by:

1. Discussing with the school/ carer/ care worker any support/interventions that are needed
2. Recording the absence, monitoring and tracking of attendance. Reporting this information to the Virtual Governing Body of the LAC Virtual School each term.
3. Co-ordinating a half termly attendance forum to discuss attendance concerns and strategies to support improved attendance for individuals.
4. Checking attendance information on Personal Education Plans twice a year (initial meeting and review).
5. Rewarding students with good attendance each term by sending out certificates and letters of congratulations.

The responsibilities of the Social Worker

The Social Worker will:

1. Keep in regular contact with the Designated Teacher to discuss issues such as attendance.
2. Highlight any attendance concerns to the Senior Education Welfare Officer at the PLACE.
3. Inform The PLACE (Tel: 0191 4273490) immediately if a child/ young person requires a school change or is without a school place.

September 2011.