



# Attendance Policy

**Policy updated:** September 2025

**Policy review:** September 2026

**We are...**

Working together to **inspire**,  
**nurture** and **motivate** everyone.

WE ARE PART OF





Member of staff with overall responsibility: Attendance Manager  
Governing Board with reviewing responsibility: Full Committee.  
Date of Review: September 2025

This policy was adopted on: September 2025  
This policy is due for review on: September 2026

**Member of staff with overall responsibility: Headteacher**  
**Management Committee with reviewing responsibility: Full Committee.**

## 1 Aim

The aim of Tameside Alternative Provision Academy's attendance Policy is to provide consistent practice that encourages and facilitates the regular attendance of all students. Attendance is the essential foundation to positive outcomes for all pupils including their safeguarding and welfare and therefore attendance is everyone's responsibility at TAPA.

Tameside Alternative Provision Academy (TAPA) values all our pupils and as set out in the policy we will build strong relationships with families to ensure pupils have support in place to attend school and identify the reasons for poor attendance.

TAPA believes that it is the joint responsibility of parents, carers, students, and all staff members to ensure that students are attending school, alternative placement or a bespoke package of education every school day.

We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

As TAPA consists of two school containing very diverse needs there is some variability in practice on each site with regard to registration and timings of the school day. All schools are required to record details of students' attendance and absence at school. This is done at the beginning or morning and afternoon sessions.

We are committed to meeting our obligation with regards to school attendance through our whole school culture and ethos that values good attendance including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have support in place to attend school

In recognition of the needs of our students and some potential barriers to getting to school regularly and on time we have developed the following strategies:

- Free Breakfast Club from 8.45am in collaboration with the Greggs Trust
- Bus pass provision
- Attendance mentoring programme
- Individual attendance plans
- Home visits
- In Reach programme in school
- In Reach tutoring programme.
- Access to the School Counsellor.
- Collection in the Attendance Minibus from home or designated pickup and drop-off locations
- Access to our mobile classroom.

## 2. Legal framework.

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure regular attendance and punctuality of their child(ren) may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act

1996 and the authority may take enforcement action through the courts to secure regular attendance.

Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

Section 7 of the 1996 Education Act states that parents/carers must ensure that children of compulsory age receive efficient full-time education suitable to their age, ability, and any special educational needs they may have either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of a child. It is the parent's responsibility to ensure that their children attend educational provision regularly and on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory age on the last Friday in June of the school year in which they reach the age of 16.

The Education 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

Present at and approved Educational Activity

Unable to attend due to Exceptional Circumstances

### **3. Roles and responsibilities**

#### **Management Committee**

As part of our whole-school approach to maintaining high attendance, the Management Committee will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff.
- Review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents and students to implement the policy effectively.
- Nominate or identify a member of the Management Committee to take the lead role in monitoring attendance and coordinating provision and policies for attendance.
- Ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, students and staff.

- Work out appropriate and accurate annual attendance numbers and future attendance targets and incorporate these within TAPA Improvement Plan.
- Regularly review and discuss attendance issues to stay informed of expected attendance targets for the year.
- Ensure that TAPA is recording and monitoring attendance effectively with accurate, meaningful data which includes students who are educated off-site.
- Analyse attendance data competently and communicate effectively to parents and staff. This includes attending training events as required.
- Use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and set future targets.

### **TAPA leadership team**

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- Promote good attendance to students and parents and carers, within positive relationships with families.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that students are taught the value of full attendance.
- Alongside the Management Committee, monitor the implementation of the attendance policy and its effectiveness.
- Ensure that all staff are familiar with the Attendance Policy, legislation, and government guidance, and that they are fully trained to recognise and deal with attendance issues.
- Ensure compliance with most recent legislation and government guidance on attendance is complied with.
- Nominate or appoint a senior manager to oversee and monitoring attendance provision and that this person has sufficient time and resources to give to this job.
- Report to the Management Committee **termly** and the lead governor for attendance **half-termly** on progress against Improvement plan attendance targets, attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Support the **Attendance Officer** in developing multi-agency relationships to tackle poor attendance and support families with attendance difficulties.
- Document any specific interventions or steps taken with families to improve their child's attendance in case of possible legal proceedings.

### **Teachers and support staff**

As part of our whole-school approach to maintaining high attendance, the school's teachers and support staff will:

- Be active in their approach to promoting good attendance to students and their parents, including forming positive relationships with families.

- Ensure that the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance.
- Read the latest attendance policy, legislation and government guidance.
- Speak to another member of staff or seek support from the Attendance Team if they are unsure how to deal with an attendance issue.
- Follow the correct systems for recording attendance daily. Registers should be completed on SIMS within 10 minutes of the start of every lesson and this is a statutory requirement of teachers.
- Contribute to attend meetings and interventions where necessary.
- Work with external agencies to support students and their families who are struggling with regular attendance.
- Document any specific interventions or steps taken to work with families to improve their student's attendance in case of future legal proceedings.

### **Attendance Officer**

As part of our whole school approach to maintaining high attendance, the school's attendance officer will:

- Contact the parents/carers of pupils who are absent. This will include text message, telephone calls and home visits. As part of our safeguarding procedures, home visits may be carried out even if we have had a call to say a student will not be attending school. This is to fulfil our duty of care of obligation.
- Take calls from parents/carers on a day-to-day basis about attendance and record it on our school system.
- Analyse attendance data identifying causes and patterns of absence.
- Implement systems to record, report and monitor the attendance of all pupils, including those who are educated off site.
- Form positive relationships with parents and carers to support and promote good attendance.
- Actively promote the importance and value of good attendance to pupils and their parents/carers
- Work with other agencies to improve attendance and support pupils and their families.
- Request to see your child if a home visit is carried out. If the child is not seen at the property this information will be passed onto the safeguarding officer and/or Greater Manchester Police
- Send letters to those parents/carers whose child's attendance is of a concern.
- Keep accurate records of contacts and interventions used.
- Plan strategies and interventions to support pupils and parents/carers in having excellent attendance.

## **Alternative Provision**

All Alternative Providers should adhere to TAPA Attendance Policy and this should be clearly stated in the Service Level Agreement. Attendance for students attending AP should be recorded and reported daily to TAPA.

Consequences of any poor behaviour must follow TAPA Behaviour Policy and Safeguarding procedures. Any fixed term exclusion must be recorded and reported appropriately. Work must be sent home and parents/carers must be informed and no student must be sent home unless contact with parents/carers is made.

## **Parents and carers**

As part of our whole-school approach to maintaining high attendance, we request that parents and carers:

- Engage with their child's education – support their learning and take an interest in what they are doing at school.
- Promote the value of education and the importance of regular school attendance at home.
- Encourage and support their child's aspirations.
- Follow the set school procedure for reporting the absence of their child from school and include an expected date by telephoning the school on 0161 214 8484 before 8.45am on the day of absence.
- Provide the school with more than one emergency contact number for the child.
- Do everything possible to prevent unnecessary school absences, such as making medical and dental appointments outside school hours.
- Use the school for support when they or their child are having difficulties, and form a positive relationship with the school so that there is good communication when a problem arises.
- Keep the school informed of any circumstances which may affect their child's attendance.
- Enforce a regular routine at home in terms of bedtime, use of devices etc.
- Not keep their child off school to help at home or look after any other members of the family
- Do not take their child out of school for holidays during term time. Permission from the Executive Headteacher must be sought for any planned absence during term time.  
You can only do this if:
  - You make an application to the Executive Headteacher in advance (this would be from the parent/carer the student normally lives with).

## **Responsibilities of Students:**

- Attend every day unless they are ill or have an authorised absence.
- Arrive at school on time.
- Attend all registrations and lessons on time

- Take responsibility for registering at the reception or main office if late or leaving the school site during school hours.

### **Punctuality matters too.**

- Missed minutes = missed learning = missed opportunities
- Being frequently late for school adds up to lost learning:
- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is equivalent to missing 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

### **Some Strategies to Improve Punctuality**

- Bedtime routines – packing school bag ready for the next day, getting to bed earlier, setting a time for a television, iPad, computer, mobile phone and other devices to be turned off.
- Morning routines – setting the alarm earlier, no television until ready for school (and maybe not even then), having breakfast before leaving home, so no need to call in at the shop, meeting a reliable friend to walk to school with.
- Coming to school for breakfast club

## **4. Recording Attendance**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.
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We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

## **5. Categories of absence and procedure for reporting absences**

Where students 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 school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Parents should advise the school by telephone on the first day of absence by calling 0161 214 8484 by 8.45am and provide the school with an expected date of return. This should be followed up in the form of a note from the parent/carer, though verbal explanations may be acceptable. Alternative arrangements will be agreed with English as an additional language.

The school's attendance officer is Kay Power.

All requests for leave of absence should be put in writing to the Head of Centre.

### Attendance and absence codes:

The following codes are taken from the DFE statutory guidance Working Together to Improve Attendance 2024.

### Attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present during morning registration
\	Present (pm)	Pupil is present during afternoon registration
L	Late arrival	Pupil arrives late
K	Attending education arranged by the Local Authority	Pupil is attending education other than at school which is arranged by the Local Authority
V	Attending an educational trip or visit	Pupil is attending an educational trip organised by the school
P	Attending and approved sporting activity	Pupil is attending in a supervised sporting activity approved by the school
W	Work Experience	Pupil is on a work placement
B	Attending an off-site educational activity	Pupil is attending at a supervised off-site activity approved by the school
D	Dual Registered at another school	Pupil is attending at another education setting where they are also registered

### Absence Codes – Authorised Absence

Code	Definition	Scenario
C1	Authorised absence for purpose of participating in a regulated	Pupil is taking part in a performance regulated by the Children and Young Person's act 1963

	performance or undertaking employment abroad	or where a Justice of the Peace has given the pupil licence to go abroad for a performance
<b>C2</b>	Leave of absence for a pupil subject to a part time timetable	Pupil has been granted a leave of absence as part of a part time timetable
<b>C</b>	Authorised leave of absence	Leave of absence for exceptional purposes e.g. funeral
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study Leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Traveller absence	Pupil from a traveller community is travelling as agreed with school
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness	Pupil is absent due to illness and school have been notified
<b>E</b>	Suspended or permanently excluded	Student has been suspended or permanently excluded and no alternative provision has been made

#### Absence Codes – Unable to attend school due to unavoidable causes.

Code	Definition	Scenario
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend due to lack of access arrangements by local authority
<b>Y1</b>	Transport not available	Pupil does not live within walking distance of school and transport that is normally provided by school or local authority is not available. Walking distance is more than 3 miles
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread travel disruption caused by a local, national or international emergency.
<b>Y3</b>	Part of the school premises being closed	Part of the school premises is unavoidably out of use and pupil cannot practicably be accommodated
<b>Y4</b>	Whole school site is closed	Pupil is unable to attend due to whole school being closed unexpectedly e.g. adverse weather conditions
<b>Y5</b>	Criminal Justice detention	Pupil is unable to attend due to being in police custody, remanded in custody or detained under a sentence of detention
<b>Y6</b>	Public health guidance or law prevents attending	Pupils travel to or attendance at school would be contrary to guidance relating to incidence or transmission of disease

<b>Y7</b>	Any other unavoidable cause	An unavoidable cause that is not covered by one of the above codes prevents a student from attending
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### Absence – Unauthorised absence

Code	Definition	Scenario
<b>G</b>	Unauthorised holiday	Pupil is on holiday that was not approved by the school.
<b>N</b>	Reason not provided yet	Pupil is absent for an unknown reason (this code is amended when the reason for absence emerges or replaced with O code if no reason is established)
<b>O</b>	Unauthorised absence	No reason is given for absence or school is not satisfied with reason for absence
<b>U</b>	Arrival in school after registration	A pupil has arrived late after the register is closed

### Administrative codes

Code	Definition	Scenario
<b>Z</b>	Prospective pupil not on admissions register	Register set up but has not yet joined the school
<b>#</b>	Planned whole school closure	School closures planned in advance e.g. half term, bank holidays, inset days

### Examples of unsatisfactory explanations for absence include:

A student's/family member's birthday.

Shopping for uniform.

Looking after a sibling or relative .

Having their hair cut.

Closure of a sibling's school.

Minor ailments that do not warrant absence from school.

Holidays taken without the authorisation of school.

A student has woken up late (it is never too late to come into school.)

### 6. School action: following up absences

Class registers are submitted to the school office via SIMS at the end of the registration period.

Where there are unexplained or unauthorised absences the attendance officer will contact the parents or carers initially via text and this will be followed up by a telephone call should no response be received.

Phone calls will be made on every day of absence, we can never assume that a student is still unwell and will need daily contact with parents if an absence is more than one day.

More vulnerable students will also receive a safeguarding visit on the first day of absence please see the Attendance SOP for further details (Appendix 1). If a student has continuous absence a safeguarding visit will be made on the 3<sup>rd</sup> day of absence.

Members of staff from Tameside Student Referral Service may visit student's homes if a student is absent regardless of whether a reason for absence has been received.

Where a student has been absent from school for a period of more than 10 days, and where the absence was unauthorised and both the school and the LEA have been unable to contact the parents, the school follow the LEA Student Missing from Education protocol and the student may be removed from roll.

## **7. Safeguarding and Strategies to support attendance**

Where students have been away for either short or long term, the school will support that student when they re-enter school to help them to catch up on any work that they have missed.

Attending school regularly promotes the welfare and safety of children whilst they are not in the care of parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be a sign that there are difficulties within the family. Poor or irregular attendance, persistent lateness or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

School recognises that poor attendance is often an indication of difficulties and trauma in a child's life. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's behaviour or attendance in school. This will help school identify any support required. TAPA recognises that some pupils are more likely to require additional support to attain good attendance e.g. those with special educational needs, those with physical or mental health needs and children in care.

TAPA will implement a range of strategies to support improved attendance including but not limited to:

- Trauma informed approaches
- EBSA support
- Bespoke package of education suitable to need

- School Health referral
- School counsellor referral
- Referrals to support agencies e.g Early Help, Children’s social care, CGL
- Pupil voice
- Reach programme

If a pupil has an Education, Health and Care plan, TAPA will liaise with Tameside local authority at an early stage once they become aware of barriers relating to attendance.

Persistent and prolonged poor school attendance that cannot be resolved with support and intervention may result in parents/carers facing prosecution for failure to ensure regular school attendance under section 444 of the Education Act.

The school will take action against any students who are discovered to be truanting in accordance with TAPA relational policy and parents or carers will be contacted to discuss reasons and school support systems that could help. The school may take further action against the parents, including referral to the local authority to begin criminal proceedings against the parents.

## **8. Using Attendance Data**

TAPA will monitor attendance and absence data weekly, half termly, termly and yearly across the school. Data analysis allows us to identify any groups of pupils whose absences may be cause for concern.

Pupil absence will be collected each term and published at national and local authority level through the DFE’s school absence national statistics release.

TAPA will use data to facilitate discussions with parents/carers and pupils and evaluate impact of any strategies put in place to modify them and inform future strategies.

The school will use attendance data to find patterns and trends of persistent and severe absence in order to provide support to remove the barriers to attending school.

TAPA will share attendance data with the Department for Education and local authority as required.

## **9. Legal Sanctions**

In law, an offence is committed if a parent fails to secure a child’s regular attendance at school. Tameside Education Welfare Service, in conjunction with schools and Greater Manchester Police, will use these powers as a deterrent to prevent patterns of unauthorised absence developing.

Section 444(1) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in a 10-week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents may receive a Penalty Notice. Following the implementation of DfE legislation on 19th August 2024, there is a new national framework for Penalty Notices for school absence.

For the first offence committed under the new legislation, the rate of a penalty notice is now £160 if paid within 28 days, reduced to £80 if paid within 21 days.

For the second offence committed under the new legislation, the rate of a penalty notice is now £160 with no option for the second offence to be discharged at the lower rate of £80.

There is now a limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period. If there is a third offence committed within this timeframe, another tool will be considered such as prosecution to answer an offence under Section 444 of the Education Act 1996: failure to ensure regular attendance. Conviction of an offence under section 444(1) may result in a fine of £1000. Under section 444(1A), convictions may result in a fine of £2,500, a community order, electronic tagging or a custodial sentence and a criminal conviction recorded.

The Penalty Notice will need to be paid in full before 28 days of the Notice being served. Failure to pay a Penalty Notice may result in prosecution as detailed above. Please note the issuing of a Penalty Notice is an alternative to issuing proceedings at court.

Parents may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Their child is stopped on a truancy sweep
- Where the absence is recorded as an unauthorised leave of absence for a minimum of 10 sessions (5 school days) in a 10-week period

The Education and Inspections Act 2006 also makes it an offence if a parent fails to ensure that their child is not in a public place during the first 5 days of a fixed term or permanent exclusion. Penalty Notices may be issued for such an offence.

Parents/carers of pupils registered at this school are reminded that they hold legal responsibility for ensuring that their child attends school regularly and punctually. Please note that a separate Penalty Notice may be issued to each parent/carer for each child as each parent/carer holds responsibility to ensure regular school attendance.

## **10. Deletions from the Register**

In accordance with the Education (Student Registration) (England) Regulations 2013, students 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 student has ceased to be of compulsory school age.
- Permanent exclusion has occurred, and procedures have been completed.
- Death of a student
- Transfer between schools.
- Student 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 student.
- A medical condition prevents 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 and both the local authority and school have tried to locate the student.
- Left the school and location is unknown after both the school and the local authority have tried to locate the student.

### **Appendix 1 - Daily Attendance Process**

The purpose of this SOP is to give absolute clarity on all practice in relation to attendance at both Elmbridge School and White Bridge College during the academic year 2025-2026

We have a number of vulnerable young people and as a result, we monitor attendance very carefully and have specific safeguarding actions that will apply to all students.

Day of absence	Scenario	Action	Follow up
Day 1	<p><b>Student</b> does not attend session in school/college or is not contactable for Tutor or Welfare or Safeguarding Check</p> <p><b>Vulnerable student</b> CFC/CIN/CP or at risk in another way.</p>	<p>Text sent and phone call home made to ascertain reason if we have not had contact from home.</p> <p><b>In addition to above:</b> Notify safeguarding team student if contact has not been made. Home visit to be carried out if it is felt</p>	<p>Log text message and outcome of telephone call on SIMS register.</p> <p><b>In addition to above:</b> Log outcome of all actions on CPOMS CSC/Carers to be informed of absence if applicable.</p>

		there is an immediate risk to child	Establish if child has been seen by a professional. Outcome of home visit logged on CPOMS.
Day 2	<p><b>Student</b> does not attend session in school/college or is still not contactable for Tutor or Welfare or Safeguarding Check</p> <p><b>Vulnerable student</b> CFC/CIN/CP or at risk in another way.</p>	<p>Text sent and repeated phone call made. Notify attendance team and safeguarding officer.</p> <p><b>In addition to above:</b> Notify safeguarding team. Home visit to be carried out if parents haven't been spoken to. CSC/ relevant agency alerted to second day of absence</p>	<p>Log text message and outcome of telephone call on SIMS register. Home visit will be carried out within 24 hours if does not attend for 3<sup>rd</sup> day.</p> <p><b>In addition to above:</b> Log outcome of all actions on CPOMS CSC/relevant agency to be informed of absence. Establish if child has been seen by a professional. Log outcome of home visit.</p>
Day 3	<p><b>Student</b> does not attend session in school/college or is still not contactable for Tutor or Welfare or Safeguarding Check</p> <p><b>Vulnerable student</b> CFC/CIN/CP or at risk in another way.</p>	<p>Text sent and repeated phone call made. Home visit to be carried out by attendance officer/mobile classroom.</p> <p><b>In addition:</b> Notify safeguarding team. Safeguarding team establish if child has been seen by other agencies. Safeguarding team to liaise with CSC to ascertain if police welfare check is need. 101 welfare check requested if required.</p>	<p>Log on SIMS and CPOMS and inform Attendance &amp; Pastoral. Safeguarding Team will arrange for a home visit to be made that day. Outcome of home visit to be logged on CPOMS</p> <p><b>In addition:</b> Log all information on CPOMS. Log out come of visits/welfare check on CPOMS</p>
<b>NEET students and students accessing education off site.</b>	<p>Students who are currently NEET will be seen as a minimum once per week for a welfare visit. The attendance and pastoral team will visit these students in an attempt to engage them in educational activity. If a student is not seen that week and no contact has been made from parents a 101 welfare check will be requested</p> <p>If a student attends an alternative provision, it is the responsibility of the alternative provision to inform TAPA of non attendance and to follow up any absence.</p> <p>If the student is vulnerable, TAPA will follow up with CSC/relevant agencies.</p>		

