

Staff Procedures for CAFE (Children Absent From Education)

Safeguarding, Attendance & Welfare Team:

- Ensure school registers are completed by 9am (Class Teachers)
- Safeguarding, Attendance & Welfare Team: at close of registers staff will ensure that all messages are taken from the absence line and are added to the relevant registers. Where there are still missing marks staff will call the class to double check if the child is or isn't in school before any calls are made to parents for reasons of absence
- 'First Day Calling' commences as soon as all registers are complete. Voicemail messages will be left if no answer and/or a 'My Child at School' text or email message is sent to the parents/carers to determine why the child is absent. Absent pupils who are on the Safeguarding and Child Protection register will be contacted first, then pupils with Persistent Absence and finally any other pupils who are absent
- Where necessary a Home Visit will be done by the Safeguarding, Attendance & Welfare Team; if there are ongoing concerns around attendance for the pupil and/or if the pupil is subject to Safeguarding E.g. CP Plan, CIN Plan, Early Help Plans or assessments open to social care, so that they can make reasonable enquires to establish the reason for absence/whereabouts of the child
- All staff in school are to report any concerns that they may have around a child's absence – as they may have information additional to the Safeguarding, Attendance & Welfare Team E.g. may have overheard the child saying they are moving, going to another school, going on holiday. This information will then be followed up by the Safeguarding, Attendance & Welfare Team
- Children are classed as Children Absent From Education after 10 days absence without permission. If no contact has been made with the family and the child has not returned to school E.g., failed to have returned after a holiday, family reported to have left the area, child has failed to take up a place at school; the Safeguarding, Attendance & Welfare Team should make the following checks before completing a referral form to the Local Authority CAFE Team to report the child's absence:
 - Ask the friends of absent pupils for any current information
 - Check emergency contact numbers
 - Check free school meals database
 - Check records to see if there are siblings at another school - ring school
 - Check with the School Nurse
 - Complete a home visit

Referral forms should be sent to: CME@coventry.gov.uk or Helen.Fox-Williams@coventry.gov.uk

If a pupil has not returned to school after 20 days they can be removed from the schools register after the Local Authority has been informed of the situation