

Non-Attendance Protocol

Roselyn House School

2026 – 2027



Approved by:	Jack Birkenhead	Date: 14/07/2026
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Last reviewed on:	July 2026
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Next review due by:	July 2027
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1. DSL & Backup Details

Safeguarding concerns should be reported immediately to the DSL and recorded using CPOMS in accordance with school procedures.

JACK BIRKENHEAD

Headteacher

Designated Safeguarding Lead

PREVENT Lead



HOWARD DICKINSON

Learning Support Assistant

Backup DSL



SARAH TRENT

Learning Support Assistant

Backup DSL



KAREN BRUNSKILL

Support and Engagement Officer

Backup DSL



2. Aims

Roselyn House School recognises that absence from education may be an indicator of abuse, neglect, exploitation, mental health difficulties, criminal exploitation, child sexual exploitation, radicalisation, family breakdown or other safeguarding concerns. All attendance concerns will therefore be considered through a safeguarding lens and managed in accordance with the Child Protection and Safeguarding Policy, School Attendance Policy and Lancashire safeguarding procedures.

Roselyn House School uses the ATTEND framework to support pupils where attendance concerns arise. This enables staff to identify barriers to attendance, respond early, plan personalised support and review progress through a safeguarding-informed approach. The use of ATTEND ensures that attendance is promoted through understanding, collaboration and intervention, not solely through escalation.

Statutory Guidance and Related Documents

This protocol should be read alongside:

- Keeping Children Safe in Education 2026
- Working Together to Improve School Attendance (DfE, 2024)
- Working Together to Safeguard Children (2023)
- Children Missing Education Statutory Guidance
- Roselyn House School Child Protection and Safeguarding Policy

3. Daily Monitoring

- Daily attendance will be monitored by the Support and Engagement Officer, Administration Team and Headteacher.
- Unexplained absence will be followed up on the first day of absence.
- Where contact cannot be established, all available emergency contacts will be attempted.
- Attendance concerns, welfare concerns and safeguarding risks will be shared with the DSL/Deputy DSL immediately and recorded on CPOMS.
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Day 1 Unexplained Absence

Where a pupil is absent without explanation:

1. Parent/carer contacted by telephone.
2. Alternative emergency contacts contacted where necessary.
3. Welfare concerns discussed with DSL.
4. Safeguarding considerations recorded on CPOMS.
5. Risk level determined by DSL where appropriate.

Day 2 Consecutive Absence

If no satisfactory explanation has been obtained:

- Engagement Officer or nominated staff member to undertake additional welfare contact.
- DSL informed of ongoing absence.
- Previous safeguarding history, CPOMS chronology, social care involvement and attendance patterns reviewed.
- Consider whether Early Help intervention is required.

Day 3 Consecutive Absence

If absence continues:

- Immediate notification to the Headteacher and DSL.
- Home visit arranged by the Support and Engagement Officer or delegated staff member.
- Unannounced welfare visit undertaken where contact cannot be established and risk assessment indicates this is appropriate.
- Outcomes recorded on CPOMS.
- Consider referral to Children's Social Care, MASH or other agencies where safeguarding concerns emerge.

Ongoing Absence (Beyond 5 School Days)

The DSL will:

- Undertake or coordinate a safeguarding review.
- Consider Early Help Assessment and Team Around the Family arrangements.
- Liaise with Social Worker, Virtual School, Local Authority Attendance Team and other professionals where applicable.
- Review whether the child is at risk of exploitation, neglect, missing education or other safeguarding concerns.

4. Intervention Planning

Persistent absence is defined as attendance below 90%. Severe absence is defined as attendance below 50%. Pupils meeting either threshold will be considered through the school's safeguarding and early help processes, with attendance concerns assessed alongside wider welfare and safeguarding indicators.

- A personalised Attendance and Engagement Plan will be implemented.
- The ATTEND framework will be used to inform the Attendance and Engagement Plan by identifying barriers to attendance, agreeing appropriate support, recording actions and reviewing progress.
- Targets, interventions, parental engagement and review dates will be recorded.
- All interventions and engagement attempts will be documented on CPOMS and attendance monitoring records.
- Attendance concerns will be reviewed at safeguarding and multi-agency meetings where appropriate.

Persistent absence and severe absence data will be reviewed at least monthly by the Headteacher, DSL and Support and Engagement Officer to identify safeguarding risks, barriers to attendance and the need for additional intervention.

5. One Month of Non-Attendance

Where attendance remains poor despite intervention:

- Formal escalation to the Local Authority Attendance Team.
- Review against Lancashire Continuum of Need guidance.
- Consider Children's Social Care referral where concerns meet threshold.
- Multi-agency planning meeting arranged where appropriate.

6. Returns Following Serious Incidents

Where a pupil is absent following:

- Suspension.
- Safeguarding incident.
- Serious behavioural incident.
- Mental health crisis.
- Child Protection concerns.

A Return to School Meeting will be completed within five school days and recorded on CPOMS. Relevant agencies and professionals will be involved where required.

7. Children Missing Education / Unable to Locate

Where the school is unable to establish the whereabouts of a pupil:

- DSL informed immediately.
- Local Children Missing Education guidance followed.
- Local Authority notified where appropriate.
- All actions recorded on CPOMS.
- Information shared with external agencies in line with safeguarding procedures.
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8. Recording Requirements

All attendance concerns, welfare checks, home visits, safeguarding concerns, agency contacts and interventions must be recorded on CPOMS and reviewed by the DSL.

9. Monitoring Arrangements

This document will be reviewed every year, but may be reviewed and updated more frequently if necessary. It will be reviewed by **Mr Jack Birkenhead (Headteacher)** in consultation with the wider school community.

10. Linked Policies

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- ATTEND framework for supporting school attendance

Key Contacts, Roles and Training		
Designated Safeguarding Lead	Mr Jack Birkenhead (Headteacher)	Relevant Training & Dates Date of renewal – May 2026
Backup DSL(s)	Mr Howard Dickinson (Learning Support Assistant) Miss Karen Brunskill (Support and Engagement Officer) Mrs Sarah Trent (Learning Support Assistant)	Relevant Training & Dates Date of renewal – November 2026
Prevent Lead	Mr Jack Birkenhead (Headteacher)	Relevant Training & Dates Date of renewal – October 2026
LCC School Safeguarding Officers Victoria Wallace, Mechelle Lewis, Sarah Holyhead, Natalie Barton		Safeguarding in Education Advice Line - 01772 531196

LCC MASH Education Officers Matt Chipchase & Martine Blokland	mash.education@lancashire.gov.uk 0300 123 6720
LADO – Local Authority Designated Officers	LADO.admin@lancashire.gov.uk 01772 536694 LADO@blackburn.gov.uk 01254 506915 lado@blackpool.gov.uk 01253 477541
MASH – Multi-Agency Safeguarding Hub	0300 123 6720 0300 123 6722 between 5.00pm - 8.00am