

Policy and Procedures

The following staff will be required to completed this section - designated safeguarding lead, attendance lead, safeguarding governor, head teacher (responsibility for oversight of work of DSL, attendance lead and those maintaining the school roll)

Please enter your school name

Please complete the following

	Yes	No	Partial
1 Keeping Children Safe in Education (DfE 2018) Part 1 issued to, read and understood by all staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 We understand and work to the principles of Working Together (2018) [link to document]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 School policy on child protection reviewed annually and updated to reflect any changes/new guidance. link to model policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 School safeguarding policy is reviewed annually and updated to reflect any changes/new guidance. link to model policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 What to do if you're worried a child is being abused (2015) shared with all staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 School policy on child protection issued to, read and understood by all staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 School safeguarding policy issued to, read and understood by all staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Pupil behaviour policy issued to all staff and read by all staff. link to model policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Code of conduct (staff behaviour policy) issued to all staff and read by all staff and revisited annually. link to policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 All staff aware of what to do in the event of a breach of the code of conduct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11 Attendance policy (Children Missing from Education) in place, read and understood by all staff. [link to policy](#). Policy fully implemented and adhered to at all times.

Yes No Partial

Please include any evidence of rigour in following attendance policy

12 Attendance guidance issued by the local authority following the summer 2018 safeguarding visits have been read and acted upon. [link to letter](#). [link to guidance](#)

Yes

No

Partial

13 All staff aware of the importance of accurately reporting attendance and raising concerns about attendance in line with school attendance policy, including absence from lessons during the school day.

Yes

No

Partial

14 Whistleblowing policy in place for staff to raise concerns and staff have been briefed on procedures.

Yes No Partial

15 All teachers (including headteacher) clear of requirement to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Yes No Partial

Pupil Attendance and School Roll Data

16 Are pupil absence rates below, in line or above national data (as detailed against each category)?

	Below	In Line	Above
16a Current overall pupil attendance rates are Primary 4.2% Secondary 5.5% Special 10.2%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16b Attendance of disadvantaged pupils is Primary 5.7% Secondary 8.1% Special 11.6%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16c Attendance of disadvantaged free school meals pupils is Primary 6.3% Secondary 9.2% Special 11.8%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16d Attendance of pupils with special educational needs and disabilities: EHCP pupils Primary 6.8% Secondary 8.2% Special 10.0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16e Attendance of pupils with special educational needs and disabilities: K pupils Primary 5.5% Secondary 8.0% Special 19.9%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16f Attendance of Gypsy, Roma, Traveller pupils is Primary 12.1% Secondary 14.6% Special 22.2%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16g Authorised absence Primary 3.0% Secondary 3.9% Special 8.0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16h Unauthorised absence Primary 1.1% Secondary 1.6% Special 2.2%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16i Rates of pupil persistent absence are Primary 8.7% Secondary 13.9% Special 29.6%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16j Fixed term exclusions are Primary 1.37% Secondary 9.4% Special 13.03%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16k Permanent exclusions are Primary 0.03% Secondary 0.2% Special 0.07%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17 How many pupils are no longer on school roll since September 2018?

17a Of these how many are disadvantaged?

17b Of these how many are K (SEN support)?

17c Of these how many are In receipt of Education Health Care Plan?

17d Of these how many are open to Children's Services? (Child protection plan, Child in need plan, Looked after child plan)

18 Of these pupils, off-rolled since September 2018, how many were permanently excluded?

Nursery

Reception

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Year 7

Year 8

Year 9

Year 10

Year 11

Year 12

Year 13

19 Of these pupils, off-rolled since September 2018, how many have moved abroad?

20 Of these pupils, off-rolled since September 2018, how many are being electively home educated?

Nursery

reception

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Year 7

Year 8

Year 9

Year 10

Year 11

Year 12

Year 13

21 Of these pupils, off rolled since September 2018, how many have moved to another school?

22 Of these pupils, off-rolled since September 2018, how many are registered on roll of an alternative provision?

Nursery

Reception

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Year 7

Year 8

Year 9

Year 10

Year 11

Year 12

Year 13

23 Of these pupils, off-rolled since September 2018 how many did not meet:-

Y1 phonics standard?

Y2 expected standard in reading?

Y6 expected standard in reading?

24 Of these pupils, off rolled since September 2018, how many were removed from roll before the deadline for the January 2019 census?

25 What reasons, if any, have parents shared for choosing Electively Home Education?

25a Has the school been formally notified by the parent, in writing, of their decision to remove their child from the school roll?

Yes

No

Partial

25b Has the off roll form been completed by the school so that they are known to the Electively Home Educated Service for all pupils where parents have elected to home educate their child?

Yes

No

Partial

25c Have both of these documents been submitted to the Local Authority so that they are known to the Electively Home Education Service?

Yes

No

Partial

25d Has the school had specific concerns about a child's welfare or other concerns about the parents' capacity to educate the child at home?

Yes

No

Partial

If yes, what actions have been taken, ie, concerns shared with Electively Home Education team

26 How many pupils are currently on a part-time timetable?

26a Are re-integration plans working and will these pupils return to a full timetable shortly?

Yes

No

Partial

26b If re-integration plans are not working, what plans are in place for these pupils?

Yes No Partial

Please comment

26c LA guidance has been read and understood, [link to guidance](#) and is used to support decision making around part time timetables and to monitor the process.

Yes No Partial

Sign off

12 Sign off by Head Teacher

13 Sign off by Safeguarding Governor

14 Sign off by Designated Safeguarding Lead

15 Sign off by Attendance Lead