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\_\_\_\_\_ learners who aspire for themselves and inspire others

## Attendance Policy

Revision Number	Comments	Date
01	Reformatted	May-22
02	Some information was out of date, including staff names, and some of the processes, including changes recently made, eg. absence reported in writing not by phone. Changes were also made regarding covid regulations no longer needed. Rewording of absence requests to ensure they are received in writing and coded correctly.	Mar 23
03	Amendments made by adding an appendix covering home visits	Nov 24
04	P9 – updated HCC information relating to Fixed Penalty Notice (FPN) and national threshold.	Nov 25

### Endorsement

This procedure was endorsed electronically by Governors on 8 December 2025

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This policy is based on Hampshire County Council guidance issued following the Isle of Wight test case of 2017. Since publication in 2017, there have been no material changes to prevailing legislation or guidance.

School attendance is subject to various education laws and this school Attendance Policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This Attendance Policy is also consistent with the following school policies:

- Additional Educational Needs (CPS-NS-P-POL-009)
- Admissions (CPS-ST-P-POL-037)
- Anti-bullying (CPS-NS-P-POL-017)
- Behaviour Management (CPS-ST-P-POL-033)
- Child protection (CPS-ST-P-POL-012)
- Complaints Procedure (CPS-ST-P-PRO-004)
- Exclusion (CPS-ST-P-POL-099)
- Safeguarding (CPS-ST-P-POL-013)
- Teaching & Learning (CPS-NS-P-POL-005)

This Policy directly supports the principles inherent in Articles 18, 28 and 36 of the United Nations Convention on the Rights of Children (UNCRC.) [See appendix 1].

The level of attendance and punctuality expected from all our students is included in our school's home-school agreement which parents must sign following their child's admission to Calthorpe Park School.

It is very important therefore that every parent ensures that their child attends regularly and this Policy sets out how, together, we will achieve this. This policy will be published for all staff, parents and students via the school website.

## 1. Introduction

In accordance with Section 29(1) of the Education Act 2002, all maintained schools must have and publish policies/procedures to deal with Attendance.

Calthorpe Park School is dedicated to providing the best possible education and support for its students.

## 2. Rationale/Statement of Intent

For a child to reach their full educational potential, a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome. Parents and students play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for every young person. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered, it is vital that each child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

## 3. Operating the Policy

### 3.1 Promoting Good Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. Our website contains details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Provide information on all matters related to attendance on our school website.
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments. To make sure all attendance data is up to date and available to parents on EDULINK

- Celebrate good attendance by displaying individual and House achievements and via our annual awards ceremony.
- Set targets for the school and student groups within the school.
- Ensure that each year group Curriculum Information Evenings include a section on good attendance and its impact on learning and progress.
- Work in collaboration with all Fleet schools to utilise a dedicated Parent Support Advisor whose primary role include support for good attendance.
- Convey reports on attendance to the Governing Board both at Full Governing Board and Pastoral Development committee level.

### 3.2 Roles and Responsibilities:

#### **Responsibilities of the School's Attendance Leader:**

A member of the Senior Leadership Team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. We also employ a dedicated Welfare Officer who is a member of our wider support team.

If absence is frequent or continuous, including where a child is clearly unwell, staff will discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. The school can request medical evidence to enable us to authorise absences and in some circumstances support students' attendance. The decision whether or not to authorise an absence **will always rest with the school.**

#### **Responsibilities of Tutors and Teaching Staff:**

- Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities.
- Initially liaise with the relevant Head of House (HoH) on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a young person's absence to their HoH

#### **Responsibilities of Students:**

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Arrive to all their registrations and lessons on time.
- Take responsibility for registering at Reception if they are arriving late (after morning registration) or are leaving the school site during school hours.

#### **Responsibilities of Parents and Carers:**

Ensuring your child has regular attendance is a parent/carers' legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents must:

- Inform the school on each day of absence in writing via EDULINK or by email.

- Inform/discuss with the tutor/class teacher any planned absences (for example, a medical appointment) well in advance and notify attendance minimum 24hrs in advance of appointments, excluding emergency appointments.
- Support the school with their child in aiming for 100% attendance each year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only contact the Headteacher to request a leave of absence if it is for an exceptional circumstance.

#### Key Personnel:

- First point of contact for parents is your child's Tutor
- Pastoral Support Assistants
- Attendance Team  
Heads of our 6 Houses (Amethyst, Emerald, Ruby, Sapphire, Topaz, Quartz)
- Senior Leader with responsibility for Attendance is: Mr Oliver Borkowski
- Senior Leader with responsibility for the Keeping Children Safe in Education (2019) and Rights Respecting School Agendas, is: Ms Emma Jones
- Edulink One/SIMS Manager

## 4. Procedures

### 4.1. Recording Attendance

Legally the register must be marked twice daily. This is once at the start of our normal timetabled school day 8.40am and again for the afternoon session at 1.20pm. However, students are registered at the start of each lesson throughout the day.

### 4.2. Lateness /Punctuality

It is important to always be punctual for all sessions throughout the day.

- The school day begins at 8.40am and all students are expected to be in their tutor bases for this time<sup>1</sup>. Morning registration is at 8.40am and it closes at 9.05am.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- Covid-related student absence will be marked as a subcode of Covid for our records.
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a student is late due to a medical appointment, they will receive an authorised absence coded 'M'. Where possible, doctors and dentists appointments should be made outside of school hours or during school holidays.

Students who are consistently late disrupt their own learning and also that of other students. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see section 6 for further detail).

Parents of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents will be invited to attend school to discuss the problem and support will be offered. It is expected that parents and students will actively engage with this support in order to improve. Should improvement not be evident and/or

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<sup>1</sup> Or designated areas, depending on Covid-19 risk control measures implemented at any given time.

the support declined, a child who has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period will be referred to Hampshire County Council by the school. Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further detail).

### 4.3. What to do if my child is absent?

#### First Day Absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- Contact us as soon as possible on the first day of absence using the Edulink One app. If for any reason absence cannot be reported using the Edulink One app parents should email [attendance@cps.hants.sch.uk](mailto:attendance@cps.hants.sch.uk).

If your child is absent we will:

- Send an email via EDULINK if we have not heard from you; *this is because we have a duty to ensure your child's safety as well as their regular school attendance*
- Invite you in to discuss the situation with your child's Form Tutor, Head of House or a member of the Senior Leadership Team if severe absenteeism (under 50% attendance) is recorded

If your child's attendance record is one of sporadic or increasing absence we will always seek to work closely with parents regarding attendance matters. However, if absence is unauthorised and falls below 96% we have a duty to refer the matter to the local authority legal panel.

#### Third Day Absence

Please Note: If your child is not seen and contact has not been established with you or any of the named parent/carers after three days of absence the school is required to start a 'Child Missing In Education' procedure as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to wider family and known friends. This may include home visits (see appendix 2).

#### Ten Days Absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child. Please ensure that contact numbers and data check sheets are updated regularly.

#### Continued or On-going Absence

If your child misses 10% (3 weeks/30 sessions) or more schooling across the school year for whatever reason they are defined as **persistent absentees**. A session is defined as 'a morning or afternoon spent in school' (DfE), therefore a school day has 2 sessions per day. Where this absence is authorised the school will contact the parents and ask for medical verification. This may be followed by a formal meeting to discuss a package that will support the young person to improve attendance. Further support could involve exploring other mechanisms such as the Early Help Hub and/or Multi Agency referral.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence

thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

### A Welcome Back

In the case of long term absenteeism it is important that on return from an unavoidable absence all students are made to feel welcome. This will include ensuring that the student is helped to catch up on missed work and brought up to date on any information that has been passed to other students via their HOH/Tutor. Students/parents should also check EdulinkOne to ensure that they have accessed any materials that may have been made available by subject staff.

## 5. Request for Leave of Absence

Amendments to school attendance regulations were updated and enforced from September 2013: **(Student registration) (England) regulations state that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.** It is important to note that the Headteacher can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. **There are no rules on this** as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday **and in the majority of cases holiday will not be authorised.** Parents/Carers wishing to apply for leave of absence should contact the Headteacher in advance and before making any travel arrangements by completing this **form**.

If term time leave is taken without prior permission from the school, the absence will **be recorded as unauthorised** and if the number of sessions absent reaches the threshold set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance with the code (see section 6 for detail).

## 6. Understanding types of Absence

Students are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
  - parents giving their children permission to be off school unnecessarily, such as looking after siblings
  - truancy during the school day
  - absences which have not been explained

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

## 7. Penalty Notices for non-Attendance and other Legal Measures

In Education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

### Legal Measures for tackling persistent absence or lateness

Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

1. **The child or family do not require the support from any agency to improve the attendance**
2. **The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.**

The following legal measures are for students of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

### Legal measures for absence taken when the Headteacher has declined parent/carers' request for leave of absence

Where a student has unauthorised absence due to either:

1. non approval of a parent/carer's request for leave of absence or
2. a holiday that has been taken without permission

and the unauthorised absence is for 10 (national threshold) or more sessions (5 days) in any 100 possible school sessions, or where a parent/carer is deliberately avoiding the national threshold, then a penalty notice for non-attendance will be issued.

Where a child has **unauthorised absence** CPS must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority.

The code of conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the student has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance

- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

1. 10 sessions of unauthorised absence or lateness in any 10 week school period.
2. 1 or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence via a letter and personal contact. The penalty notice is a fine that is issued to each parent/carer who is responsible (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence Calthorpe Park School will decide whether a Penalty Notice is issued **to one or more parent/carers** for each child. **N.B.** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one Penalty Notice for each child to each parent.

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

## 8. Avoidance, Leavers, Performing, Competing & Travellers

### 8.1 My child is trying to avoid coming to School. What should I do?

Contact your child's Tutor immediately and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

### 8.2 Leavers

If your child is leaving Calthorpe Park School (other than when transferring to another secondary school or leaving at the end of Year 11) parents are asked to:

- Provide the attendance officer/ admissions officer comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known.

If students leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

### 8.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling

Parents of a child performer can seek permission from the Headteacher for their child to take part in a performance. When contacting the Headteacher, the nature and frequency of the work must be discussed; also whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Please seek permission from the Headteacher in writing. Any absence recorded as part of a child's participation in a public performance is recorded as P (authorised absence).

### 8.4. Absence through competing at regional, county or national level for Sport

Parents of sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is however, down to the Headteacher's discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching. Please seek permission from the Headteacher in writing. Any absence recorded as part of a child's participation in a public performance is recorded as P (authorised absence).

### 7.5 Gypsy Roma Traveller Showman and Showman families

Absence of a child from a Traveller family intending to leave the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. This means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away from home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for Traveller children are not an alternative to attendance at school.

## 9. Evaluation & Review

The implementation of this policy will be monitored by the Head Teacher, by the Senior Leadership Team and by the Governing Board.

The implementation of this policy will be reviewed, and its impact monitored, in accordance with the Governing Board's programme for Policy Review - refer to CPS-NS-X-PRO-002 Document Review Procedure.

*Appendix 1 -  
United Nations Convention on the Rights of the Child (UNCRC)*

**Article 18**

‘Both parents share responsibility for bringing up their children and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.’

**Article 28**

‘All children and young people have a right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this. Discipline in schools should respect children’s human dignity. Young people should be encouraged to reach the highest level of education they are capable of.’

**Article 36**

‘Children should be protected from any activities that could harm their development.’

## *Appendix 2 – Guidance on Home Visits*

This appendix aims to ensure that:

- Staff, parents/carers and students understand:
- When and why our school conducts home visits
- How our school conducts home visits safely and effectively
- What we do after we've conducted a home visit
- If there are any concerns about a student's safety or wellbeing during a visit, appropriate action will be taken in line with our child protection and safeguarding policy

### *Legislation and guidance*

The guidance for home visits takes into account the responsibilities laid out in the most recent version of:

- Keeping Children Safe in Education 2024
- Children missing education
- Education for children with health needs who cannot attend school

It also reflects general health and safety legislation.

### *Definitions*

A home visit is a visit that requires member(s) of staff to enter the home of a parent or carer. There are different types of home visit:

- A procedural visit, e.g. to drop off work when a student is unable to attend school
- A safe and well check (or welfare check), e.g. if a student is absent without good reason and the school has concerns about their welfare

### **The Headteacher/DSL/SLT**

The Headteacher/DSL/SLT are responsible for:

- Authorising any home visits when the visit has a safeguarding focus
- Responding to any issues or concerns raised by parents or carers about home visits
- Sharing this policy so staff know why, when and how to conduct a home visit
- Training staff in the school home visit procedures and conduct
- Overseeing risk assessments
- Deciding which members of staff should attend a home visit
- Not allowing any visits which place staff at risk (read more details about these risks later in this policy)
- If students/children are judged to be at risk: making sure staff follow school and/or local safeguarding procedures

## Staff

Staff are responsible for:

- Keeping to the policy
- Following the correct procedures before, during and after a home visit, including reporting and recording any safeguarding issues
- Taking reasonable steps to ensure their own safety, as detailed later in this policy
- Informing the school of their movements and time of return

## Parents/carers

Parents and carers are responsible for:

- Communicating any issues or concerns about a home visit to the headteacher

## *Reasons for home visits*

We might conduct a home visit to:

- Build relationships with students and their parents or carers. This could include:
- When families aren't engaging in other forms of contact
- To work with and support parents/carers to develop strategies to improve a student's attendance
- Make sure we are fulfilling our safeguarding responsibilities, including:
- To make a safe and well check (this may happen in conjunction with the local authority social care team) after 3 days of absence or after a period of absence where we are concerned for the welfare of the child
- To offer support when a student is refusing to come into school
- Other procedural reasons:
- When a student is being educated at home, including to drop off or collect work
- If a student is late to a statutory examination and we can't contact them
- To visit a student who has been off school for a period of time, e.g. due to a medical issue, so they don't feel isolated from the school community

Calthorpe Park School will, following recommendations advised in the aftermath of a number of serious case reviews, conduct a home visit in order to ensure that we have sight of the child. Whilst we understand that in the majority of cases, children are well-cared for and have the support they need, where children may be vulnerable or at risk, by undertaking a home visit, we can reduce risk and can make referrals to Children's Services or NHS services as required. Similarly, in the rare cases of longer-term absence, whilst there may be a good justification for this, we will need to continue to undertake home visits to ensure the child is safe.

## *Procedures*

### **Before the visit**

Staff will:

- Familiarise themselves with the contents of this policy
- Ensure that a home visit is necessary. If possible and/or practical, arrange for the parent/carer to come into the school, if this is not possible, two members of staff to attend together
- Home visits will be conducted during normal school hours where possible
- Be clear about the purpose of their visit
- Be aware of any relevant background information, including who lives at the address and any safeguarding information, by checking CPOMS and with the DSL if necessary
- Where possible, call in advance to give the parent/carer an opportunity to ask questions about the visit, confirm the home address and proposed length of visit
- Log any home visits planned with the office staff, with times and venues
- Familiarise themselves with the address they'll be visiting, including any transport or parking arrangements

### **During the visit**

Staff will:

- Be on time as agreed in advance with the parent/carer, and be able to let them know if they're running late
- Dress appropriately and act in a professional manner at all times
- Identify themselves and show their identification badge
- Check with the parent/carer whether they understand the purpose of the visit
- Only enter the premises when invited in by a responsible adult and if you are comfortable to do so. If no responsible adult with parental responsibility for the child is present, the staff member(s) will return to school and attempt a visit at another time
- Only speak to adults with day-to-day responsibility for the child
- Request that all animals in the home should be kept in a separate room, and cancel the visit if the responsible adult refuses, or is unable to adhere to the request
- Behave with respect in the home, respecting the culture and customs of the family, and only using areas of the property with permissions and never entering bedrooms
- Explain that their phone will be on throughout the visit
- Take notes for ease of recording the content of the visit afterwards, and explain to the parent/carer that the notes will only be shared with the relevant senior leaders
- Leave the property immediately if they feel uncomfortable, or at any risk
- Consider the school's child protection and safeguarding policy and procedures at all times, and call 999 if they feel a child is in immediate danger
- If there is no one home when visiting, leave notification of your visit, eg. a "with compliments" slip.

**In the event an incident does occur**

Staff will:

- Contact emergency services on 999 if they feel themselves or someone else is in immediate danger
- Leave the property swiftly and terminate the visit immediately in order to reach a place of safety
- Once in a place of safety, inform the headteacher and any other appropriate members of staff (e.g. the DSL) of the incident to agree appropriate next steps and obtain support
- Record full details of the visit as soon as possible after the incident so they don't forget any details

**After the visit**

Staff will:

- Let the school know immediately that they have left the property
- Log on CPOMS the outcome of the visit and report any concerns, including safeguarding incidents to the relevant members of staff
- Only discuss individual home visits with other staff members where relevant and/or necessary

**Safeguarding**

- Any safeguarding concerns identified during the visit will be shared with the DSL immediately, in accordance with our child protection and safeguarding policy or the relevant local authorities if the child isn't a student at the school yet
- Any allegations made against a member of staff making a home visit will be dealt with in accordance with our Complaints procedure.