# Support for Vulnerable Children Flowchart

**Whole School responsibilities will include:**
1. **Identifying SMT responsible for attendance and designated teacher for CP**
2. **Whole school attendance police and whole-school CP Policy**
3. **Maintaining accurate attendance registers and analysing data**
4. **Appropriate removal of children's names from school roll, in line with relevant legislation and guidance**

Safeguarding & Child Protection Responsibilities

Analyse attendance data, identify individual children with unauthorised absence (UA) rate causing concern, if of statutory school age

**Whole School Strategies:**
- First day of absence
- Truancy call
- Walking Bus
- Rewards Schemes
- Publicity, inc. data
- Assemblies
- Parents' evening
- Attendance Weeks
- Truancy Patrols
- Governors' panels
- Lateness initiatives
- Penalty notices
- School initiated prosecutions
- Attendance Contracts

Training for all staff

Referrals for CP on individual children

Attendance below 90% over 6 weeks and not improved by school strategies

Attendance remains over 90%, school strategies:
1. Letters Home
2. Meetings with parents/carers/professionals
3. Attendance Contracts
4. Individual targets
5. Where possible welfare visits

Referral to Children and Young People via ICAT on 0208 7536610

Consent obtained to work with FS to improve attendance by School

Family Support to:
1. Refer back to school
2. Retain evidence of interventions for a potential witness statement

Consent not granted

Attendance referral to Family Support via ICAT

Attendance not improved

School to consider referral to ACE for support with gathering evidence for school-led prosecution

Attendance Improves

NFA

Refer to ACE Reference Manual for further details