**ROSELYN HOUSE SCHOOL / THE RHISE SERVICE**

**Non Attendance Protocol**

1. Weekly attendance monitoring sheet to be completed by LM and passed to TH/JB to comment and send to RS.
2. When a student has not attended for 3 consecutive days LM to notify JB. Attendance Officer to make contact and arrange home visit.
3. If no contact by telephone Attendance Officer to undertake unannounced Home Visit.
4. If a student is not attending and an Intervention Plan is put in place – this needs to be recorded on Student PLP.
5. Intervention Plan details should be recorded on monitoring sheet including dates of engagement.
6. Following one month of intervention plan, if a student has not returned to School/RHISE the LEA will be notified.
7. Any students that are absent due to an incident and a Return Meeting required, this must take place within 1 week.   The LEA should be notified of this immediately.

January 2023

R.Smith and S.Damerall

Reviewed June 2023