

School Inclusion Process

At the Beginning of the School Year

Send out Beginning of Term Letter and Attendance & Inclusion Policy to Parents ensure the policy is up to date and on schools' website

Monitor All Attendance and Lates

- Identify any student whose attendance or engagement with school is a cause for concern. Early identification is essential to support back into school
- Ensure support is put in place for students who are experiencing difficulties attending school for any reason
- Record any contact with Student/Parent/Carers Log any details
- Check attendance data weekly
- Speak to your allocated Inclusion Lead for advice

Stage 1

Attendance below 95% for all students including lates, sickness and long term conditions, other concerns

Send out Initial

Attendance/Medical/Inclusion Letter

Siblings Attendance – Check relevant schools for attendance %

Agree review period *

Stage 2

No Improvement

Arrange in school Inclusion Meeting with Parents and Student

Take Minutes and agree any support or intervention agreed

Make a record of all contact with parents/interventions

Agree review period with student and parents *

Improvement

Send Out Improvement Letter

Stage 3

No Improvement

Arrange in school Inclusion Meeting with Inclusion Lead, Parents and Student

Take Minutes and review any support or interventions put in place

Agree review period

SCHOOLS ARE RESPONSIBLE FOR ARRANGING CHAIRING, MINUTES AND MINUTING AND NOTE TAKING FOR ALL MEETINGS

Seek Advice from Locality Inclusion Lead

Action / Decision from Inclusion Panel

At this point all records of interventions will need to be supplied from school to proceed

Possible referral to Legal Inclusion Panel

*The school should determine the review period at the start of the inclusion Process

Recommended Review Period 15 school days but reviewed weekly by school