

## Appendix 1

### ISLE OF WIGHT COUNCIL EDUCATION WELFARE SERVICE

#### A FRAMEWORK FOR A WHOLE SCHOOL POLICY ON ATTENDANCE

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#### MISSION STATEMENT

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**Broadlea Primary School** seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Broadlea Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

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#### WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS

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1. To adopt a zero tolerance approach to school absence by effectively supporting, monitoring and challenging absence of pupils to ensure children and young people reach their full potential.
2. To improve the overall percentage of pupils at school.
3. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
4. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parents and pupils.

6. To develop a systematic approach to gathering and analysing attendance related data.
  7. To further develop positive and consistent communication between home and school.
  8. To implement a system of rewards and sanctions.
  9. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
  10. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.
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### **AIM NO 1**

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#### **To Improve the Overall Percentage Attendance of Pupils at School**

1. Apply Whole School Attendance Policy consistently.
  2. Establish and maintain a high profile for attendance and punctuality.
  3. Relate attendance issues directly to the school's values, ethos and curriculum.
  4. Monitor progress in attendance measurable outcomes.
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### **AIM No 2**

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To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Use staff/school handbook prospectus of DfE literature.
2. Make reference to policy and practice at parent meetings.
3. Produce termly/annual reports to parents/governors.
4. Produce newsletters.
5. Provide INSET training for appointed/promoted staff.
6. Display materials at focal points – form rooms etc.

7. Discuss attendance issues in Education Welfare Service/Pastoral staff evaluation meetings and/or in relevant staff meetings (eg attendance review meetings).
  8. Introduce award systems, including badges, trophies, certificates, chocolates, end of year prizes, etc.
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### **AIM NO 3**

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To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
  2. Make phone contact, using designated school staff, on first day of absence.
  3. Ensure clearly defined late registration procedures.
  4. Respond swiftly to lateness (in respect of both pupils and parents).
  5. Appoint an Attendance Co-ordinator with appropriate time set aside.
  6. Define clearly the roles and responsibilities within the school staffing structure.
  7. Timetable staff to meet with Education Welfare Service..
  8. Have clear procedures prior to referral to Education Welfare Service..
  9. Review attendance regularly.
  10. Be familiar with the Education Welfare Service's referral and recording system.
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### **AIMS NO 4**

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**To Provide Support, Advice and Guidance to Parents and Pupils**

1. Highlight attendance in:
  - PSE
  - Assemblies
  - 'Bully line'
  - Staff available to talk to pupils
  - School counsellor

- 'Mentors' system
  - Making use of available resources
  - Homework clubs
  - Breakfast clubs
2. Public support offered by schools.
  3. Set aside area/time for parents to speak to staff.
  4. Seek improved communication with parents eg when parents ring in.
  5. Produce 'problem page' for pupils in Year 7.
  6. Provide accurate and up-to-date contact information for parents.
  7. Involve parents from earliest stage.

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## **AIM NO 5**

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To Develop a Systematic Approach in Gathering and Analysing Attendance

Related Data

1. Standardise recording of:
  - authorised/unauthorised absence
  - educational activity
  - presence
2. Be consistent in the collection and provision of information.
3. Identify developing patterns of irregular attendance and lateness of individual pupils and take prompt and appropriate action to address this.
4. Decide what information, if any, is provided for:
  - governors
  - pastoral staff
  - other school staff
  - parents
  - pupils (individual or groups)
  - education welfare service

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## **AIM NO 6**

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## To Further Develop Positive and Consistent Communication between Home and School

1. Promote expectation of absence letters/phone calls from parents
  2. Initiate first day absence contact.
  3. Make full use of computer generated letters (SIMS Handbook).
  4. Explore the wide range of opportunities for parental partnerships (see Aim 2).
  5. Provide information in a user-friendly way (may include languages other than English, and non-written).
  6. Encourage all parents into school.
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## **AIM NO 7**

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### **To Implement a System of Rewards and Sanctions**

1. Identify finance for a system of rewards.
  2. Actively promote attendance and associated reward and effective sanctions.
  3. Ensure fair and consistent implementation.
  4. Involve pupils in system evaluation.
  5. Make use of imaginative and immediate sanctions.
  6. Take action which accords with objectives agreed between school and others, eg. Education Welfare Service, parent, Behaviour Support Service.
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## **AIM NO 8**

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### To Promote Effective Partnerships With the Education Welfare Service and With Other Services and Agencies

1. Designated key staff for liaison with Education Welfare Service and other agencies.
2. Give priority to timetabled meetings with Education Welfare Service.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist completion of Education Welfare Service referrals and casework.
5. Hold termly attendance review meetings with key school staff and Education Welfare Service.
6. Arrange multi-agency liaison meetings as appropriate.
7. Establish and maintain list of named contacts within the local community eg community police contact officer.
8. Encourage active involvement of other services and agencies in the life of the school.
9. Develop understanding of agency constraints and operating environments.

### **AIM NO 9**

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To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.
7. Include Education Welfare Workers, parents and pupil in reintegration plan.

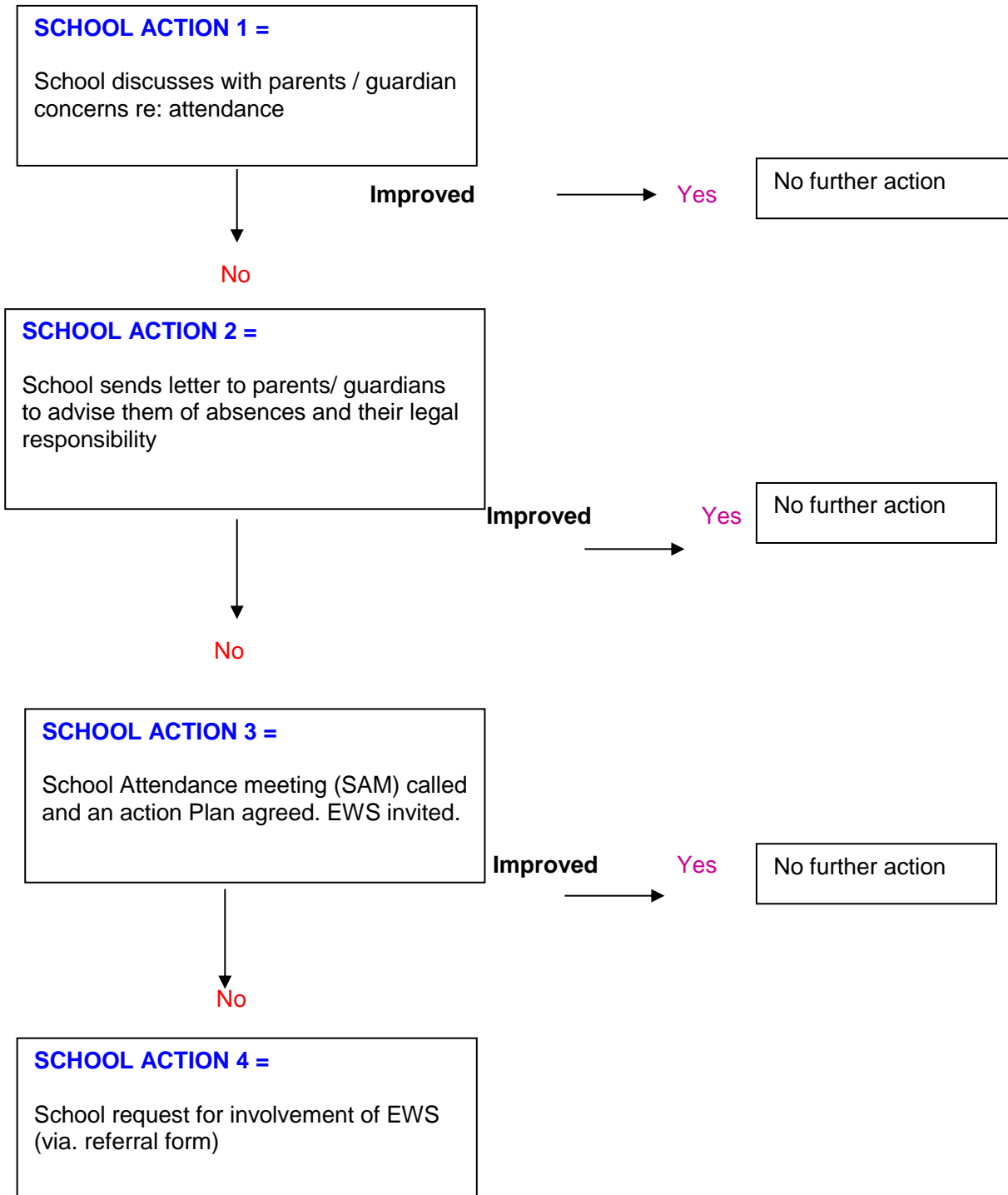
## Appendix 2

### Attendance Codes

Code	Description
/\	Pupils on the admission register who are present at the start of each session
B	<b>Educated off site</b> (not dual registered) at a supervised activity approved by the school. <b>Must not</b> be used for children working at home
C	<b>Other authorised circumstances</b> (not covered by another appropriate code) Only exceptional occasions warrant leave of absence and each request should be viewed individually. E.g. public performances, young carers in a genuine crisis until alternative arrangements can be made, maternity leave (maximum of 18 weeks), part-time timetable.
D	<b>Dual registration</b> – the school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance
E	<b>Excluded</b>
F	<b>Extended family holiday (agreed)</b> – this code is used following 10 days of H code and only in exceptional circumstances
G	<b>Family holiday not agreed or days in excess of agreement</b>
H	<b>Family holiday agreed</b> – Can be used for exceptional circumstances where headteacher agrees amount of leave authorised
I	<b>Illness</b> – only authorised where written confirmation of absence received from parent
J	<b>Interview</b>
L	<b>Late before registers close</b> – registers should close within 30 minutes after the start of the session
M	<b>Medical / Dental appointments</b> – sight of a medical card must be seen
N	<b>No reason yet provided</b> – this code should not be left on the register for more than 2 weeks. If no reason has been given for absence the code should be changed to O
O	<b>Unauthorised absence</b> – no reason given, unreasonable explanation e.g. birthday, shopping, up late, closure of a siblings school
P	<b>Approved sporting activity</b> – the activity must be supervised by a person authorised in that behalf by the Head teacher or the school
R	<b>Religious observance</b> - n.b. days off linked to religious festivals but not set aside for religious observance must not be marked R
S	<b>Study Leave</b> – should be used sparingly and only for Yr 11 pupils during mock and public examinations
T	<b>Traveller absence</b> -
U	<b>Late after registers close</b> -
V	<b>Educational visit or trip supervised by the school</b>
W	<b>Work experience</b> – work experience undertaken as part of an alternative curriculum/provision should be coded B
X	<b>Non compulsory school age</b>
Y	<b>Forced or partial closure</b>

Appendix 3

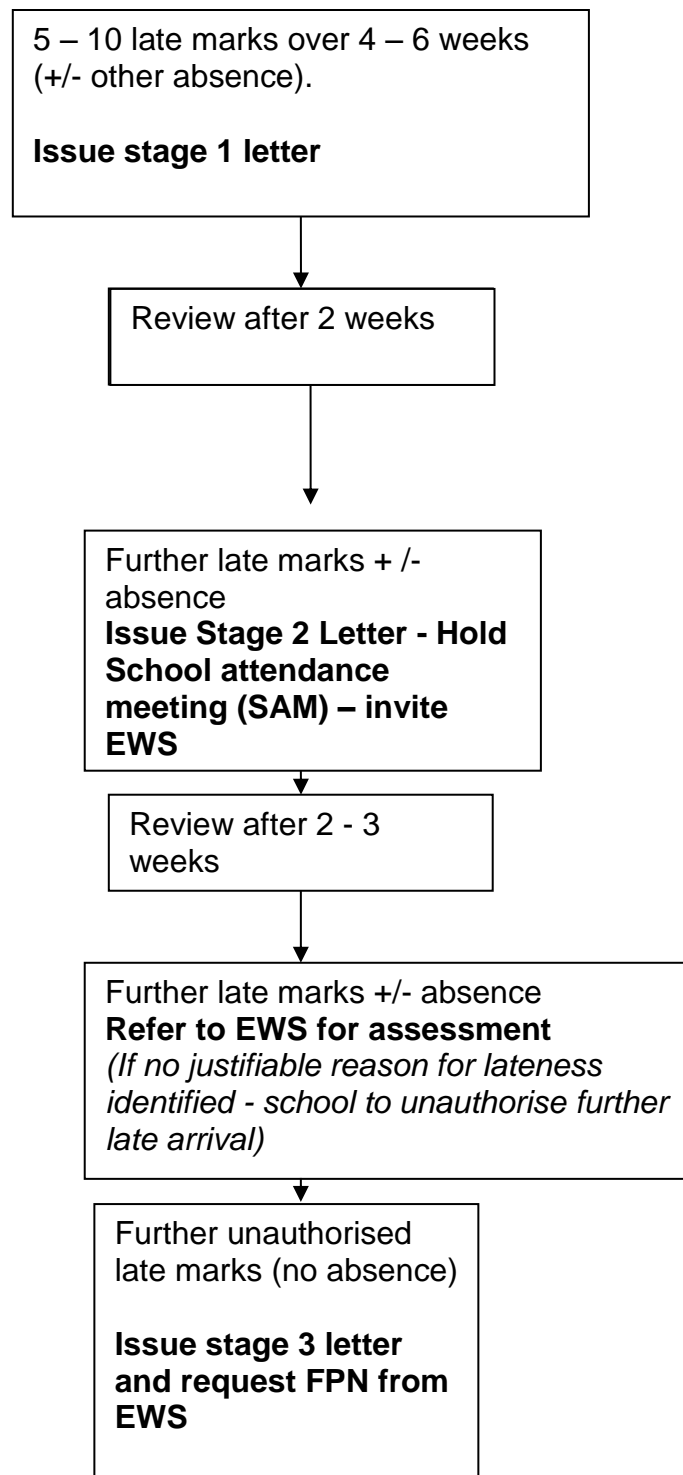
**School Attendance Procedures**





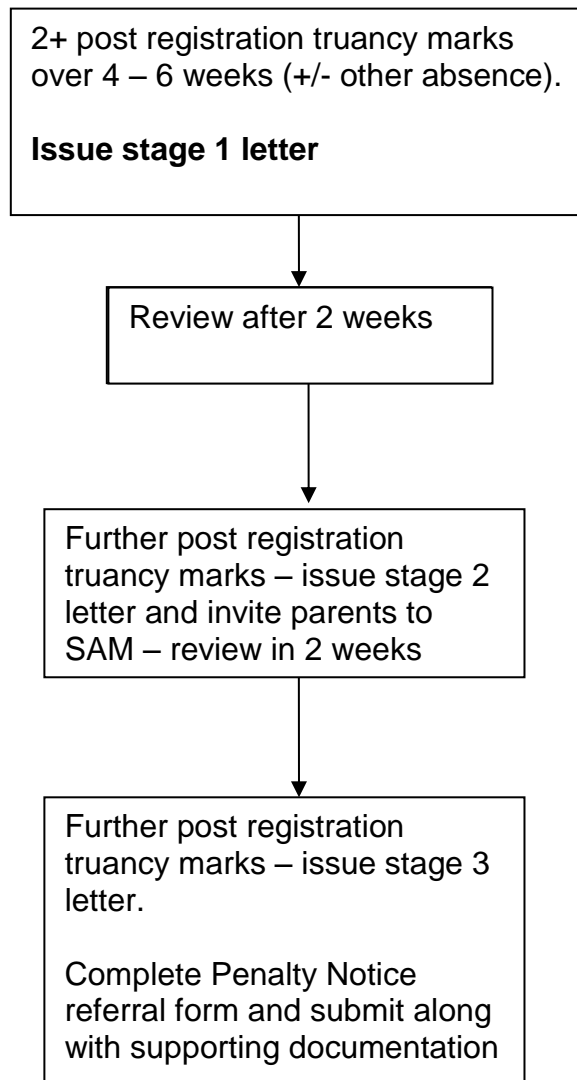
Appendix 4

**School Process for managing persistent late arrival.**



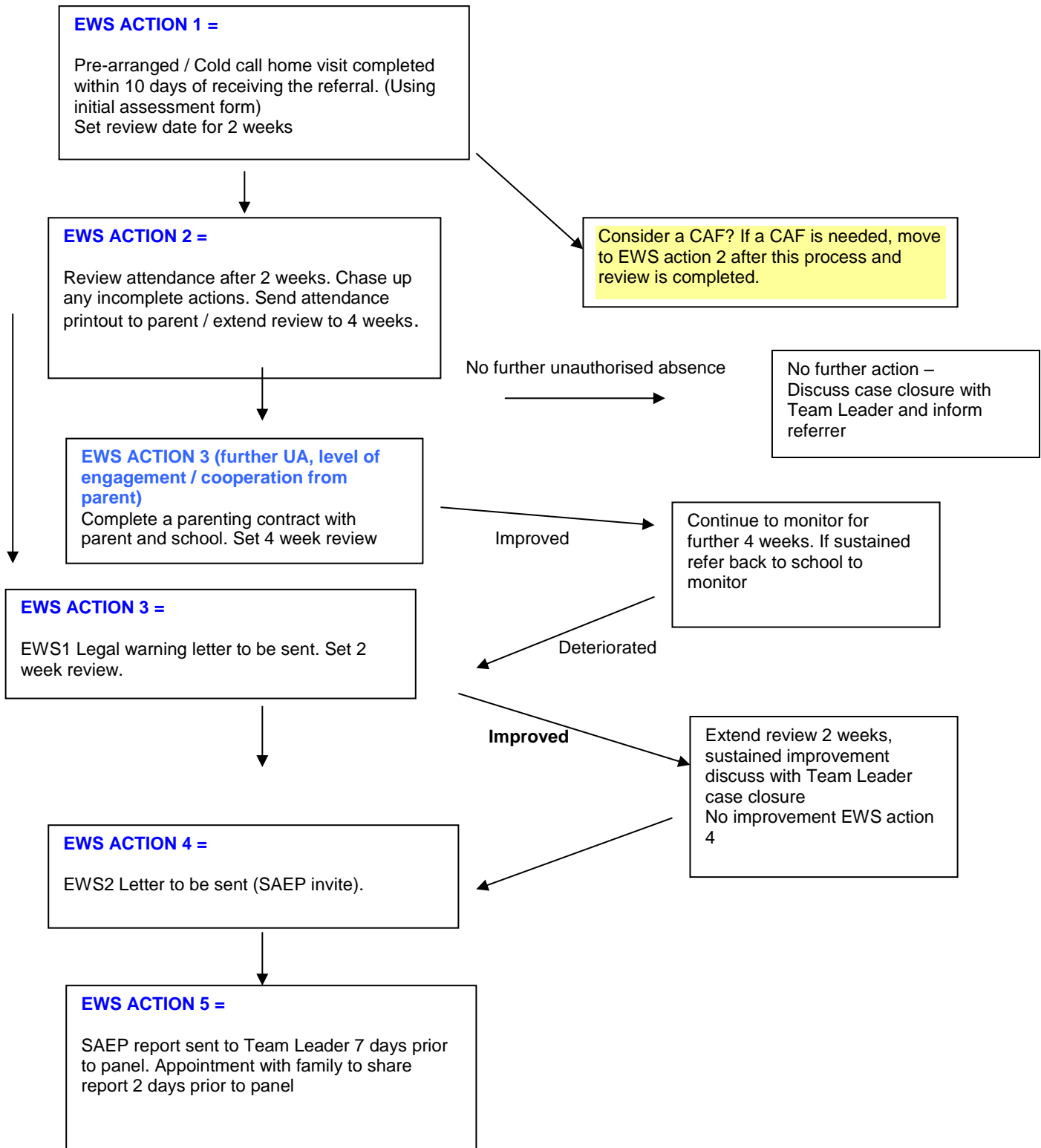
Appendix 5

**School procedures for managing post registration truancy**

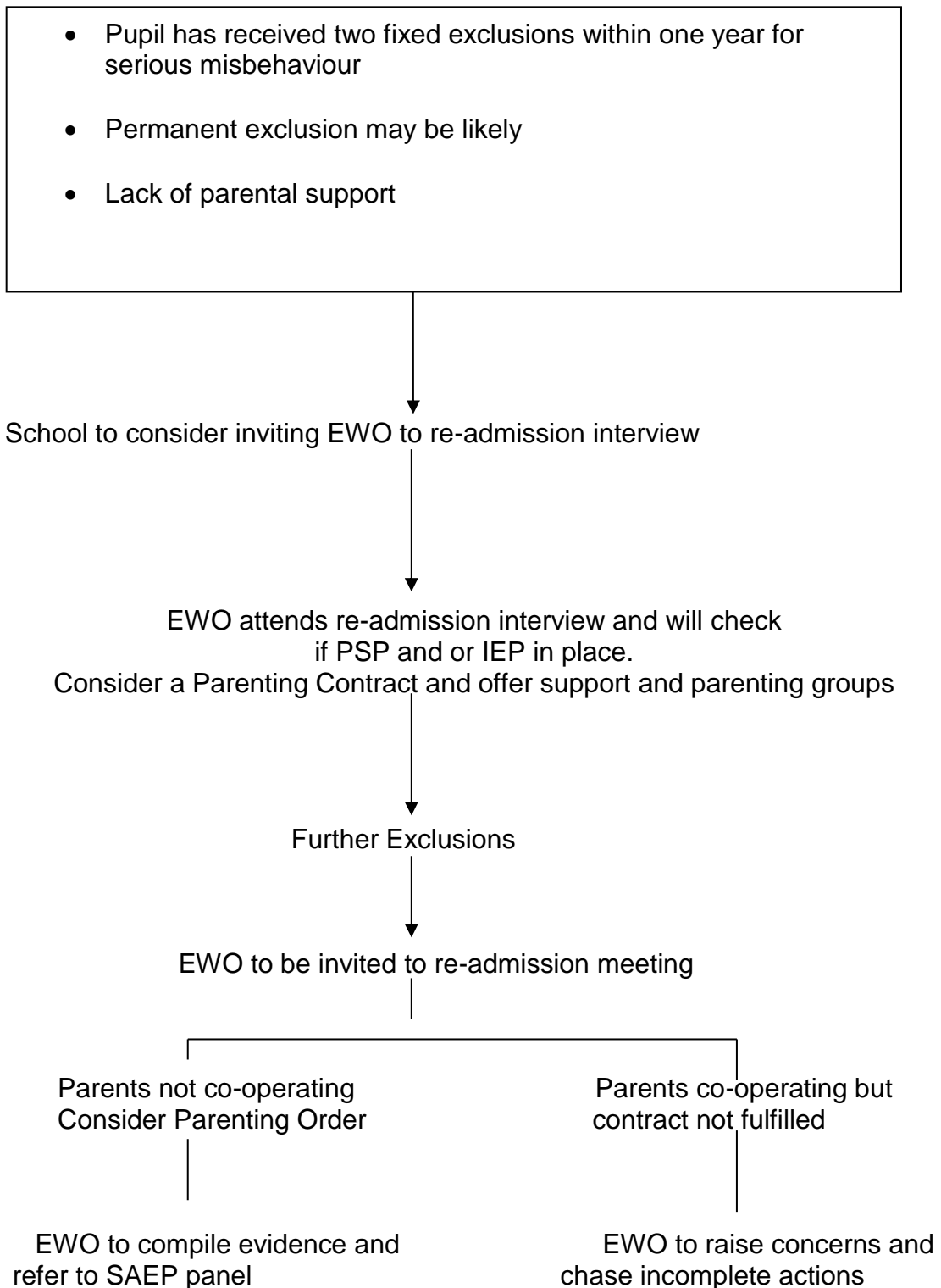


Appendix 6

**Education Welfare Service Attendance Procedures**



**Appendix 7**  
**Parenting Contracts and Parenting Orders in cases of School Exclusions**



## Appendix 8

### Managing attendance in school - best practice framework

The following framework has been developed to clearly identify best practice with managing attendance in school.

Greatest impact	Some impact	No impact
The headteacher has attendance on the SLT agenda at every meeting and has a report each week	The headteacher raises attendance at termly intervals with SLT	The headteacher asks about attendance at irregular intervals
A member of SLT has direct responsibility for attendance	A member of SLT has an overview of attendance	SLT is not involved in managing attendance
A well structured policy is shared with <u>all</u> staff and each person, including supply staff, understands their role	The policy is sound overall & makes reasonably clear the respective responsibilities	The policy lacks clarity over respective roles for improving attendance or is not followed appropriately
All key players are aware of their roles and responsibilities for attendance and absence follow up and implement actions efficiently and this is monitored effectively at appropriate times	Key players are aware of roles and responsibilities but do not fully implement actions swiftly or consistently	Key players are not fully aware of the roles and responsibilities and do not consistently follow actions through
All attendance responsibilities are fully met & there is consistent & robust use of attendance data to inform school practices & policies	Adequate steps are taken to meet all attendance responsibilities	Not all attendance responsibilities are met
The school has an effective strategy for promoting attendance which is understood and well integrated into all relevant key plans	The school strategy for promoting attendance is sound and specific actions are incorporated into key plans	There is no clear strategy for improving attendance
Specific consideration is given to improving attendance of certain vulnerable groups e.g. children in public care, traveller children and resources are targeted	The targeting of specific vulnerable groups is not comprehensive	Improving the attendance of specific groups is not addressed
Specific causes of absence are identified and tackled e.g. bullying, harassment, sickness, holidays	Specific causes of absence are identified but there is not a comprehensive strategy in place to resolve the issues	Specific causes of absence are not identified

# **Referral Forms and Sample Letters**

Directorate of Schools and Learning

Request for EWS attendance involvement

Name of pupil		D.O.B.	M/F	Attendance %	School
Year/tutor group	Ethnic origin/ first language	Date of request		School contact , title & number	
Does he/she have SEN			Yes		No
Does he/she have a Statement of needs			Yes		No
Is this child looked after (public care)			Yes		No
Is there a current CAF			Yes		No

Address and contact details	
House number/name	
Street	
Town	
Post code	
Home number	
Mobile number	

Any known siblings:

Name of pupil	D.O.B.	M/F	Attendance %	School & year group

Parent/carer details:

Full name of parent/carer	Relationship to child	Parental responsibility (please tick)		
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	

Please outline the steps taken by the school to address attendance issues.

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**Please provide details of any child protection issues past and present which the EWS/attendance service should be aware of:**

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**Please provide details of any information past or present which the EWS/attendance service should be aware of (including health and safety risks):**

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**Please provide details of any other agencies you know to have been working with this child in the past or present:**

Name of organisation	Name of contact	Contact number

Evidence to be submitted with referral	Yes	No	Date
Attendance certificate			
School Attendance Meeting			
Minutes of SAM attached			
Initial discussion with EWO			
Letter/s to parents/carers			
Any health and safety issues			
Any child protection issues			
CAF			
Current school progress report			

**Details of referrer/contact:**

Print name	
Date	
Position/role	
Contact address	
Contact number	
Signature	



Please send completed form to: [ewsreferrals@iow.gov.uk](mailto:ewsreferrals@iow.gov.uk)

**Application for leave of absence from Broadlea Primary School**

As parents, you have a legal responsibility to ensure your child’s regular attendance at school. Applications for leave of absence will **only** be granted in exceptional circumstances and the number of days given will be determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time you will need to complete this form and return it to the school office.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority for the issuing of a Fixed Penalty Notice – please see note on the reverse of this form.

Name of Child:	Class:
I am applying for leave of absence for my child from: _____ to _____	
For the purpose of:	
Number of school days that will be missed:	
Full Name of Parent and Carers:	
This leave cannot be taken during the school holidays because:	
I also have children at: (please insert name of school)	
Signed:	Date:

Having considered your request carefully, my decision is:
Approved for: (insert number of days granted)
Not Approved:
Explanatory notes:

Signed:	Date:
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### Fixed Penalty Notices

Unauthorised absence and persistent lateness may result in the issue of a Penalty Notice to each parent / carer, for each child for the period of absence from school.

The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days rising to £120 per pupil per parent/carer if paid within 28 days.

Failure to pay the notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444(1) Education Act for the non-attendance where the maximum fine is £1000.

Please note there is no provision for payment of the penalty notice in instalments

## **Guidance notes for completing Penalty Notice Referral form**

Parents / Carers should be informed either through a staged process for unauthorised truancy and / or unauthorised lates or at the time of taking a leave of absence that a Penalty Notice will be applied for through the Local Authority Education Welfare Team.

Completion of the Penalty Notice referral form should be done promptly and forwarded to the Team Leader of Education Welfare Service(EWS). Delays in processing the application may lead to the notice not being issued as there is a statutory time frame of 6 months from the date of the absence to the whole process (including any court summons) to be completed.

The Penalty Notice referral form must be completed accurately to include:

- Name of child
- Any parent / carer to whom the notice should be issued (N.B. this must be any parent / carer who has had day to day care of the child during the unauthorised absence)
- Accurate address/es of the parent / carers to whom the notice should be issued
- Reason for the request for a notice to be issued e.g. unauthorised holiday / following a staged warning procedure to manage truancy / lateness

All applications must be accompanied by a school register signed by the Head teacher and copies of correspondence sent to the parent carer. In cases of post registration truancy a copy of the lesson printout is required. In cases of persistent lateness a SIMS printout detailing the minutes late is required.

Any applications received without the required documentation will not be processed and may lead to unnecessary delay

EWS administration will inform schools via email when notices have been processed.

EWS Team Leader or a designated member of the EWS team will contact the referrer directly if the notice is not issued and give the reason why and any actions needed to ensure the application is completed.

**Please note once a notice is issued it can only be retracted if:**

- **evidence shows it has been issued to the wrong person**
- **it can be evidenced there is a material error in the information supplied**

**There is no right for a parent to appeal a notice and if the notice remains unpaid the EWS will pursue a parental prosecution under Section 444(1) Education Act for the absence**

***If you have any queries about the process please seek help and advice from EW***

## Penalty Notice Referral Form

School / Police / EWO <i>please delete</i>	Name of Referrer	
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Establishment <i>e.g. school name / police station</i>	
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Full Name of Child		
<i>First Name</i>	<i>Last Name</i>	<i>Date of Birth</i>

Full Name of Mother	<i>First Name</i>	<i>Last Name</i>
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Full Name of Father	<i>First Name</i>	<i>Last Name</i>
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Address	Postcode	
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Period of absence for which a penalty notice is requested	<i>From</i>	<i>To</i>
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Specific reasons for believing a penalty notice is appropriate:

I certify that during the period indicated above, the school was open for ?? sessions during which time the named pupil attended for ?? sessions.

?? of the ?? absences were unauthorised by the school. (School and EWO Referrals only).

Name.....Signature.....

Position.....Date.....

.....  
Please return completed forms (along with supporting documentation – school register / letters to parents etc) to:-

Ms Karen Potheary - Team Leader, Education Welfare Service, St James Centre, 4-5 St James Street, Newport, Isle of Wight PO30 5HE ☎ 814370

## Example Letters

Ref: Absence stage 1

Date

Dear

**Re:**

(Insert child's name) current attendance is (insert %) which is below the school target of 95.6%

At Broadlea Primary School we consider regular attendance extremely important and any missed time can have a detrimental effect on your child and their future life chances. Support and guidance is available if you wish to discuss this but in legal terms it is the duty of the parent/carer to ensure satisfactory attendance at school.

(Insert child's name) attendance will continue to be monitored by the school and if there is not a significant improvement in attendance you will be invited to attend a meeting in school to discuss this matter.

If you wish to discuss the contents of this letter or require support in improving your child's attendance please contact me directly on the number above.

Yours sincerely

Mrs M K Leppard  
(Head Teacher)

## Example Letters

Ref: SAM

Date

Dear

RE:

**(Insert child's name)** current attendance is **(insert %)** which is below the school target of **95.6%**. **(Insert child's name)** has had further absences since my previous letter sent to you on **(insert date)**

You are now invited to attend a meeting at the school on **(Insert date and time)** to discuss **(Insert child's name)** absences. As a school we wish to offer you support and guidance to improve your child's attendance and ensure they achieve their full potential.

If you are unable to attend this appointment, please contact the school to arrange a mutually convenient time

Yours sincerely

Mrs M K Leppard  
(Head Teacher)

## Example Letters

Ref: Stage 1

Date

Dear

**Re:**

(Insert name) has been late / truant after the school register closes on (insert number of occasions + other absence if relevant) between (insert dates)

At Broadlea Primary School we consider regular attendance extremely important and any missed time can have a detrimental effect on your child and their future life chances. Support and guidance is available if you wish to discuss this but in legal terms it is the duty of the parent/carer to ensure satisfactory attendance at school.

The school operates a 3 stage process to manage absence from school and will review (insert child's name) on (insert date). If there is not a significant improvement in attendance at this time you may be liable for further steps to be taken by the school in order to secure regular attendance.

Yours sincerely

**Mrs M K Leppard  
(Head Teacher)**

Ref: Stage 2(a)

Date

Dear

**Re:**

(Insert name) has been late / truant after the school register closes on (insert number of occasions + other absence if relevant) between (insert dates)

The school operates a 3 stage process to manage absence from school. (insert child's name) has now reached stage 2 of this procedure. At Broadlea Primary School we consider regular attendance extremely important and any missed time can have a detrimental effect on your child and their future life chances

You are invited to attend a meeting at the school to discuss (insert child's name) attendance on (insert date and time).

The aim of this meeting is to resolve any issues that may be affecting your child's regular attendance at school.

If you wish to discuss this matter further please feel free to contact me on the number above.

Yours sincerely

Mrs M K Leppard (Head Teacher)



Ref: Stage 2(b)

Date

Dear

**Re:**

Following the meeting on (insert date) to discuss (Insert name) schools attendance.

I have reviewed (insert name) today and note that (Insert name) has been late after the school register closes on (insert number of occasions + other absence if relevant) between (insert dates)

In line with the school absence procedures I have now made a referral to the Local Authority Education Welfare Service. The Education Welfare Service will contact you directly in order to try and support you with improving (insert child's name) school attendance.

I must remind you that as parents it is your legal responsibility to ensure your child attends school regularly and on time. You need to be aware that the likely consequence of your child's continued late arrival will be that the school will request the Local Authority to issue you with a fixed penalty notice of up to £120 per parent, for each named child. If this penalty notice is not paid, it will result in prosecution under section 444(1) of the Education Act 1996 for failing to secure your child's attendance.

If you wish to discuss this matter further please feel free to contact me on the number above.

Yours sincerely

Ref: Stage 3

Date

Dear

**Re:**

Since my previous letter to you on (Insert date) (Insert name) has been late on (insert number of occasions + other absence if relevant) between (insert dates)

Therefore, as parents you have failed to regularly secure your child's school attendance which is a requirement under section 7 of the 1996 Education Act.

The school operates a 3 stage process to manage absence from school and this letters put you at stage 3 of this process

Consequently, this letter is to confirm that I have now passed the case to the Local Authority, Education Welfare Service for the issuing of a penalty notice under the provisions of subsection (1) Section 23 Anti-Social Behaviour Act 2003, as indicated in my previous two letters.

If you wish to discuss this matter further please feel free to contact myself on the number above.

Yours sincerely

**Absence slip**

**Name of School:**

Name of Pupil: .....

Dates of Absence:.....

Reason for Absence:.....

Was medical advice sought for this absence? Yes / No

If yes GP appointment / phone contact / Beacon centre / A & E

Signed: ..... Parent / Carer

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**Absence slip**

**Name of School:**

Name of Pupil: .....

Dates of Absence:.....

Reason for Absence:.....

Was medical advice sought for this absence? Yes / No

If yes GP appointment / phone contact / Beacon centre / A & E

Signed: ..... Parent / Carer

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**Absence slip**

**Name of School:**

Name of Pupil: .....

Dates of Absence:.....

Reason for Absence:.....

Was medical advice sought for this absence? Yes / No

If yes GP appointment / phone contact / Beacon centre / A & E

Signed: ..... Parent / Carer

## School and EWS Intervention Plan 2013/14

All absences must be supported by written explanation from parent (this could be an email / letter) – absences not supported by written explanation should be unauthorised

Absences of 5 days or more schools can request the absence be supported by medical evidence (this could be an appointment card / proof of prescription). Where there is reason to suspect the absence is not genuine (e.g. may have gone on holiday) schools should contact EWS and request an immediate visit.

Attendance above National Average		Within 0.5% of National Average		More than 0.5% below National Average	
Initial visit by EWO and EWA in first ½ term to review attendance policy and identify key actions and set targets for 2013/14		Initial visit with EWO and Team Leader in first ½ term to review attendance policy and identify key actions and set targets for 2013/14		Initial visit by Team Leader and EWO in September 2013 to review attendance policy and identify key actions and set targets for 2013/14	
EWA to review action plan with member of SLT and Attendance lead once per term		EWO to review action plan with member of SLT and Attendance lead once per term (more frequently if attendance targets not met)		EWO to review action plan with member of SLT and Attendance lead once per term (more frequently if attendance targets not met)	
Register review once a term by EWA		Register review every 6-8 weeks by EWO		Register review <b>at least</b> every 4 weeks by EWO	
School	EWS	School	EWS	School	EWS
<b>Step 1</b> Notify parents each ½ term if children's attendance falls below 92% in first ½ term** and below 95% after first ½ term		Notify parents each ½ term if children's attendance falls below 92% in first ½ term** and below 95% after first ½ term		Notify parents each ½ term if children's attendance falls below 92% in first ½ term** and below 95% after first ½ term	

<b>Step 2 (a)</b> Arrange a School Attendance Meeting (SAM) with parents if further absences following step 1 - invite EWA and agree actions with parents	EWA to attend SAM meeting	<b>Step 2 (a)</b> Arrange a School Attendance Meeting (SAM) with parents if further absences following step 1 - invite EWA and agree actions with parents	EWO/A to attend SAM meeting	<b>Step 2 (a)</b> Arrange a School Attendance Meeting (SAM) with parents if further absences following step 1 - invite EWA and agree actions with parents	EWO/A to attend SAM meeting
<b>Step 2 (b)</b> Arrange a SAM meeting with parents where children have a poor pattern of attendance e.g.had 3 or more separate absences within a rolling 8 weeks	EWA to attend SAM meeting	<b>Step 2 (b)</b> Arrange a SAM meeting with parents where children have a poor pattern of attendance e.g.had 3 or more separate absences within a rolling 8 weeks	EWO/A to attend SAM meeting	<b>Step 2 (b)</b> Arrange a SAM meeting with parents where children have a poor pattern of attendance e.g.had 3 or more separate absences within a rolling 8 weeks	EWO/A to attend SAM meeting
<b>Step 3</b> Further absences refer to EWS for home visit	Home visit undertaken within 7 working days	<b>Step 3</b> Further absences refer to EWS for home visit	Home visit undertaken within 7 working days	<b>Step 3</b> Further absences refer to EWS for home visit	Home visit undertaken within 7 working days