Outstanding attendance at Brooke Weston Academy is an important focus and part of our day-to-day approach. Students are given the knowledge to understand correlations between attendance and achievement; this is done through a range of Academy forums and strategies.

Our ethos towards attendance is embedded and reinforced by a thorough system:

**Daily**
- Swipe Card Entry or sign in, tutor time registration and class registers
- “Keep Kids Safe” system (including a list of non-replies to tutors)

**Weekly**
- Print out of N’s & unauthorised
- SSC data analysis of attendance (identifying & tutor communication)
  - Patterns
  - 2 or more days
- Year group comparisons and summarises

**Termly**
- x3 meetings with VP to analyse and identify
  - Decreases and Increases in attendance, in correlation with relevant student information
  - Stage approach:
    i. Tutor reminder
    ii. First letter home
    iii. VP meeting with student
    iv. Second letter home
    v. VP phone call home
    vi. Third letter home / EWO / parental meeting
- Year group comparisons and summarises
- Trust Attendance Forum
- Tutor time activities
- Assembly topics

**Annually**
- Data analysis
- Review strategies
- DfE updates
- Trust Attendance Review

**Persistent Absent (PA), below 90%, strategies:**
- Home Visits (arranged and unannounced)
- Student Interviews & Parental meetings
- Student Care Plans (SCP) – alternative T/T & provision, counselling, subject / T&L review
- Early Help Assessment and MASH team partnership
- Trust EWO and court proceedings
Child Protection (CP) Referral Model

Key Staff: All academy staff, Student Care Staff & Vice Principals
(Academy internal structure and Local Authority agencies)

Safeguarding is paramount at Brooke Weston, which is why we operate within such rigorous and succinct provision for CP referrals. When appropriate, it is important that students are offered the correct support; as well as ensuring we have the capacity to identify a range of needs and situations. This is arranged through a combination of internal training, consistently reviewed systems and links with outside agencies.

DSL referrals are encouraged when academy staff have any concern about the safety or welfare of a student. This covers a range of situations, including:
- Child Abuse (Physical, Emotional, Sexual or Neglect)
- Domestic Abuse
- Drug and Alcohol Abuse or unsafe exposure
- Immediate threat or danger and inappropriate behaviour(s)
- E-safety situations
- Female Genital Mutilation (FGM)
- Forced Marriage
- Prevent Concerns

Our CP referral procedure and protocols are detailed below:

**Student with a cause for concern**

**Disclosure based**
1. Staff informs student that information will be passed on and cannot keep any secrets
2. (a) Staff member listens and takes written notes, whilst ensuring not to ask any leading questions (i.e. option based), and (b) Ensures student is located with a DSL
3. Staff member completes CPOMS alert form, (including any action taken – if any), and informs DSL

**Observed or informative based**
1. Staff secures information or draws together concerns
2. Staff completes CPOMS alert form sheet, in consultation with DSL if immediate danger is possible, with all relevant information and concerns
3. Staff consults with DSL
4. DSL assesses information and, if appropriate, meets with student(s) involved

DSL takes relevant actions, depending on needs of the situation
Inc. collation and review of Academy’s Student Care documents:
- SCC, Tutor, VP and CPOMS file

Early Help Assessment (E.H.A.) Pathway
See attached model
Including telephone call to Northamptonshire Multi-Agency Safeguarding Hub (M.A.S.H.)

**No further action from MASH team**
Thresholds do not meet EHA
Academy action(s)
If appropriate, Student Care Plan (SCP)
Possible actions include:
- Student / family meeting
- Counselling
- Academy provision review

**E.H.A.**
Thresholds do not meet referral, but advised to complete EHA
Outside Agency action(s)
Possible agencies:
- Family in Partnership (FIP)
- Kettering Together
- CABS (Bereavement)
- School Nurse
- Young Carers
- PCSO

**Social Services Referral**
Thresholds meet criteria for immediate action
Social Services action(s)
Possible actions & agencies:
- Appointed social worker
- Youth offending team
- CAMHS
- Catch 22
- Sunflower Centre
- Serenity

**MONITOR, ASSESS and REVIEW**
(incl. Academy Student Care documentation, SCPs and TAF procedures)
The Early Help Pathway
This is the simple pathway for you to follow if you are working with a child or family and have a concern:

Safeguarding or Early Help Concern
Professionals working with children or families not open to social care
Members of the public

Contact MASH
0300 126 1000 option 1 then option 3

Early Help Coordinator (MASH) consultation within 24 hours

Consent Not Given
Hypothetical consultation

Consent Given

MASH screening
May lead to Early Help response after screening or statutory assessment

No Further action
Does not meet threshold for statutory intervention
Can be supported in universal services
Refer to safeguarding guidance
Outcome recorded

Early Help Needed
Does not meet threshold for statutory intervention
Immediate response can assist needs
Refer to safeguarding guidance
Outcomes recorded

Early Help Needed
Does not meet threshold for statutory intervention
Multi-agency response needed
Refer to safeguarding guidance
Outcomes recorded

Early Help in the Locality

Outcome recorded
Brooke Weston Academy understands the importance of a consistent and nurturing approach to mental health. Students and staff are supported through the academy’s internal structure; furthermore, this is done in partnership with the most recent initiatives within Northamptonshire Local Authority.

Our approach towards mental health is strengthened further by the following system(s):

**Student with a cause for concern**
(Counselling referral form and CPOMS entry)

DSP, SSC & Counsellor take relevant actions, depending on needs of the situation
inc. collation and review of Academy’s Student Care documents / CPOMS:
- SCC, Tutor, VP and CP file

**Parent / Carer communication**
  
  i. Communication / meeting
  ii. GP appointment / referral

**EHA**
(Early Help Assessment)

**Social Services referral**
  
  i. Information exchange
  ii. Decision on thresholds

**Internal academy support**

- Counsellor
- SSC
- Student Care Plan
- Curriculum delivery
- Alternative provision
- SMSC
- TaMHS (staff & student based)
- LA Self-Harm toolkit

**External Agencies**

- CAMHS
- Service Six / Kettering Together
- Counselling (inc. Youth Works)
- School Nurse

**MONITOR, ASSESS and REVIEW**

(inc. Academy Student Care documentation / CPOMS, SCPs and TAF procedures)