The Stables Independent School

Whole School Attendance Policy

This policy links directly to the listed Stables Policies	Admissions Policy
	Anti-Bullying Policy
	Safeguarding Policy

This policy was reviewed and approved by the Proprietors in the Summer Term 2025.

It will be reviewed annually and approved by the Proprietors.

Contents

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

> Setting high expectations for the attendance and punctuality of all pupils

> Promoting good attendance and the benefits of good attendance

> Reducing absence, including persistent and severe absence

- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

  It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The Proprietors

The Proprietors are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most

- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs

- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

- Holding the headteacher to account for the implementation of this policy

The Proprietor's Representative is **Dan Knight**

Tel: 01692 581467   Email: dan.knight@cloverchildcareservices.co.ukl

3.2 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school

- Monitoring school-level absence data and reporting it to proprietors

- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary, or authorising deputy headteacher to be able to do so

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance

for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

> Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

> Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The Designated Senior Leader responsible for attendance

The Designated Senior Leader (also known as the 'Senior Attendance Champion') is responsible for:

> Leading, championing and improving attendance across the school

> Setting a clear vision for improving and maintaining good attendance

> Evaluating and monitoring expectations and processes

> Having a strong grasp of absence data and oversight of absence data analysis

> Regularly monitoring and evaluating progress in attendance

> Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff

> Liaising with pupils, parents/carers and external agencies, where needed

> Building close and productive relationships with parents to discuss and tackle attendance issues

> Creating intervention or reintegration plans in partnership with pupils and their parents/carers

> Delivering targeted intervention and support to pupils and families

The Designated Senior Leader responsible for attendance is Sarah Porter and can be contacted via 01692 581467 or headteacher@thestablesschool.co.uk.

3.4 The Attendance Officer

The School Attendance Officer is responsible for:

> Monitoring and analysing attendance data (see section 7)

> Benchmarking attendance data to identify areas of focus for improvement

> Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher

> Working with education welfare officers to tackle persistent absence

> Advising the Headteacher when to issue fixed-penalty notices

The attendance officer is Natasha Allen and can be contacted via 01692 581467 or admin@thestablesschool.co.uk.

3.5 School Office Manager

The School Office Manager is responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see

Appendix 1), and submitting this information onto Pupil Asset on the same day.

The School Office Manager will:

> Take calls from parents/carers about absence on a day-to-day basis and record it on the school system (Pupil Asset)

> Transfer calls from parents/carers to the Headteacher where appropriate, in order to provide them with more detailed support on attendance

3.6 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

> All natural parents, whether they are married or not

> All those who have parental responsibility for a child or young person

> Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

> Make sure their child attends every day on time

> Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return

> Provide the school with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the school day

> Seek support, where necessary, for maintaining good attendance, by contacting the Headteacher, who can be contacted via 01692 581467 or headteacher@thestablesschool.co.uk

3.8 Pupils

Pupils are expected to:

> Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register (on Pupil Asset) and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

> Present

> Attending an approved off-site educational activity

> Absent

> Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

> The original entry

> The amended entry

> The reason for the amendment

> The date on which the amendment was made

> The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

> Whether the absence is authorised or not

> The nature of the activity, where a pupil is attending an approved educational activity

> The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.45am and ends at 2.30pm.

Pupils must arrive in school by 08:45am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.15am. The register for the second session will be taken at 12:45pm and will be kept open until 13:00pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the School Office Manager, who can be contacted via admin@thestablesschool.co.uk or 01692 581467.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

The School Office Manager should be informed of any planned absences as soon as possible.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

› Before the register has closed will be marked as late (between 09:00am and 09:15am), using the appropriate code - L

› After the register has closed will be marked as absent (after 09:15), using the appropriate code - U

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

› Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the pupil's social worker

› Identify whether the absence is approved or not

› Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent

› Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

› Where relevant, report the unexplained absence to the pupil's youth offending team officer

› Where appropriate, offer support to the pupil and/or their parents to improve attendance

› Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

› Where support is not appropriate, not successful, or not engaged with: in line with national guidance, the Local Authority (LA) retains the discretion to prosecute parents under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via half-termly written reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

> Taking part in a regulated performance, or regulated employment abroad

> Attending an interview

> Study leave

> A temporary, time-limited part-time timetable

> Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as contact with birth family and/or other occasions that are beneficial to the pupil's social and emotional wellbeing.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least three weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence, such as written authorisation from the pupil's social worker.

Other valid reasons for **authorised absence** include (but are not limited to):

> Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

> Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

> If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

> Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

- As your child attends an independent setting, please be aware that when addressing unauthorised absence from school a penalty notice will not be issued. However, in line with national guidance, the Local Authority (LA) retains the discretion to prosecute parents under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.
- A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996.

6. Strategies for promoting attendance

Our school's strategies for rewarding, incentivising and improving attendance focuses on celebrating good attendance in assemblies with certificates awarded to pupil's achieving the highest attendance per half term and overall. We also recognise attendance achievements and promote government initiatives such as Attendance Matters, and Every Minute Counts, in the school's weekly newsletters.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

We work closely with the Team Around the Child for those pupil's with complex barriers to attendance; such as outreach work where staff attend the pupil's home to initially build safe and secure relationships; provide educational materials for completion at home; proactive build-up timetables; listening to and recognising the social and emotional needs of the child.

7.2 Pupils absent due to mental or physical ill health or SEND

As above (7.1)

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority and the

Virtual School, and work with them accordingly.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

We respond to the pupil's needs in a supportive and bespoke manner, to ensure the pupil can manage their return to full time education and maintain their attendance.

8. Attendance monitoring

Attendance is scrutinised on a daily basis and reviewed in weekly DSL meetings. It is monitored regularly in pupil's PEP meetings, their EHCP Annual Review meetings, and their CIC Review meetings. It is shared with parents on a half-termly basis in reports.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the proprietors.

8.2 Analysing attendance

The school will:

> Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

> Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

> Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

> Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

> Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)

> Provide regular attendance reports to facilitate discussions with pupils and families, and to the proprietors and senior leadership team

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

> Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

> Use attendance data to find patterns and trends of persistent and severe absence

> Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

> Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

  o Discuss attendance and engagement at school

  o Listen, and understand barriers to attendance

  o Explain the help that is available

  o Explain the potential consequences of, and sanctions for, persistent and severe absence

  o Review any existing actions or interventions

> Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

> Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

> Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the proprietors.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused

		by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
**Absent – unauthorised absence**	
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
**Administrative codes**	
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered

Norfolk County Council

| # | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |

CONFIDENTIAL

Children's Services

LADO – Referral / Consultation Request form

(To be completed by enquirer)

Please Note:
If you work in education and your concern relates to **Education staff** please contact the NCC Education, Quality Assurance and Intervention Service (EQAIS) on **(01603 307797)** who can provide advice on all education matters including whether a referral to the LADO service is required. Please be aware that the EQAIS **is not** part of the LADO Service.

If EQAIS recommends a referral to LADO is appropriate, the LADO will consider whether the threshold has been met for a formal safeguarding LADO process.

For all other positions of trust matters, complete a LADO referral. |

Referrer Contact Details:	
Referral Date:	
Referrer's Name:	
Referrer's Organisation:	
Referrer's Working Sector: *(please state)*	
Please further specify the team i.e. *MASH or CID if "Police"; or for "Social Care" it may be LAC or FAST*	

Referrer's Position: *(Full title of your role)*	
Telephone number:	
Email Address:	

Alleged Person of Concern in a Position of Trust Details	
Name: *(name of person should be identified)*	
Home address of person of concern:	
GENDER:	
DOB:	
Ethnic Origin: *(if known)*	
Special Needs: *(if known)* *(State equality and /or diversity matters)*	

Alleged Person of Concern Employment / Volunteering Information	
Working Sector: *Education, Social Care, Fostering, Residential, Early Years, Voluntary Sector, Transport, Health, Police, Sport, Faith or Other (please state)*	
Name and address of work / employment /voluntary establishment: *e.g. name of school, fostering agency etc.*	
Occupation and job title: *(please indicate whether they have a specific role with children)*	
Is the person suspended? *(please give dates)*	
Has the person got a current DBS?	

Yes	No	Unknown

Are there any children resident at the person's home address? Please indicate		
Yes	**No**	**Unknown**

If yes, please provide details of any children resident at person's home address?			
Name	**DOB**	**Gender**	**Relationship to alleged Person of Concern?**

Does the person have any other contact with vulnerable children, e.g. does the person work /volunteer in any other setting? **Please give details:**

Are you aware if any previous allegations /concerns have been raised? Please give full details?

Victim(s) Details							
Please confirm whether the victim was under the age of 18 at the time of the alleged incident?				**Yes**	**No**	**Unknown**	
Is the victim a family member of the person of concern?				**Yes**	**No**	**Unknown**	
Is the child known to Social Care?				**Yes**	**No**	**Unknown**	
If yes, please provide details (Local Authority, Social Worker, have they been informed?):							
Details of alleged victim(s):							
Name	**Address**	**DOB**	**Gender**	**Parent/Carers Name and Address**		**Legal Status**	**Disability / Special Needs**

Person of interest demonstrated behaviour which is consider they have…. Please tick all relevant.	
Behaved in a way that has harmed a child or may have harmed a child	
Possibly committed a criminal offence against or related to a child	
Behaved towards a child(ren) in a way that indicates they may pose risk of harm to children	
Behaved in a way that indicates they may not be suitable to work with children *(Therefore, consider transferable risk: This can be in relation to actions in their private life where they have behaved in a way which indicates they may not be suitable to work / volunteer with children)*	
Historic Abuse Allegation?	

THE ALLEGED INCIDENT:	
Date and Time of Incident:	
Place of Incident:	
Category of Harm: *Physical; Sexual; Emotional; Neglect* *Professional Boundaries* *Indecent Images of Children* *Inappropriate Electronic Communication* *Inappropriate Social Media*	
Has the child sustained an injury? (Please provide details)	

Were there any witnesses to the incident / CCTV? (Please provide details)	

Brief Description of the incident, using full names of persons involved, and resulting allegation / concerns raised with LADO:

(please provide detail of the incident / attach a copy of incident report/ statements /body map)

What actions have been taken to date including safeguards for all children? *(Please note if there are immediate safeguarding risks for a child, then contact the CADS / or the responsible Team Manager for the child, to proceed with a Sec 47 safeguarding strategy meeting and advise the LADO who will participate in the Sec 47 strategy meeting).*

Has a Section 47 Strategy Meeting taken place? (Please provide details)	

Other Agencies / Professional Involved?

(It is important that you provide full details to prevent delay in processing this referral – e.g. Social Worker, School, Health, etc)

Name	Designation	Agency	Tel number / Email

Return to: LADO@Norfolk.gov.uk