**Virtual School Absence and Exclusions Procedures**

Bournemouth Virtual School has been working with Looked After Call (Contact Group) to monitor the attendance and fixed term exclusions of its Looked After Children.

This system enables Caseworkers to be informed of the first day absence and exclusion so they are able to do any necessary follow up with Parents/Carers etc

1. To shorten the period of absence from school
2. To support the family with regard to reintegration

Looked After Call also provide regular attendance and exclusions data which enables the Virtual School Business Support Officer and Senior Business Support Officer to complete termly returns for the Monitoring and Accountability Board.

Analysis of attendance data is a key focus of the termly Personal Education Plan (PEP) and discussions should ensure that maximum attendance is aimed for. Attendance printouts also need to be scanned in to the back of every PEP to ensure that everyone is kept up-to-date with this information.