

Coteford Junior School Home Visits Policy



Policy publication	December 2025
Date of next review	December 2027

Statement of Intent

Coteford Junior School firmly believes that attendance is essential to the successful academic and social and emotional development of pupils.

Home visits are becoming an increasingly common part of school life. For this reason, we believe clear procedures must be in place to avoid misunderstandings or confusion.

Home visits are a useful way of addressing the problems that lead to poor attendance. However, since the staff member is entering a private property, it is important that all parties are made aware of the rules and procedures. The staff member monitoring attendance will maintain the highest professional standards at all times.

1. Legal Framework

1.1 This policy has due regard to the following legislation, including, but not limited to the:

- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006.
- Health and Safety at Work etc Act 1974

This policy is designed to be used in conjunction with other school policies including:

CJS Child Protection and Safeguarding Policy

CJS Attendance of Pupils with Medical Needs

2. Personal safety

2.1. Staff members must consult the Headteacher or Deputy Headteacher if a home visit is required.

2.2. It is the responsibility of staff members to keep themselves safe at all times. They must avoid any situations that may risk their safety.

2.3. Staff members must carry a mobile phone at all times. The number will be recorded and held by the School Business Manager (or can be found on Bromcom).

2.4. Staff members will call the school office to notify SLT they have arrived safely. Staff members then must 'check in' by calling the school office every 20 minutes to update the school office of their whereabouts.

2.5. A risk assessment will be conducted by the School Business Manager prior to a home visit. If a particular home visit poses new risks, the risk assessment will be amended before the visit.

2.6. Staff members must never enter the home of a pupil unless an appointment has been made and the parent/carer is present. Written confirmation of the appointment must be recorded and held in the school office.

2.7. Appointment records must include the time and location along with the name of the pupil on CPOMS

2.8. If the staff members feels that they are in immediate danger, they must contact the police immediately and then notify the school office as soon as possible after this.

2.9. Details of the vehicles used by staff members, including make, model, registration number and colour, must be held by the School Business Manager. All vehicles must have the required up-to-date insurance

2.10. No staff members will attend any member in a private home alone. There must always be two members of staff.

3. Home visits

3.1. Home visits allow the school to learn the underlying reasons behind poor attendance. By opening a dialogue with parents/carers, staff can offer the required support.

3.2. A list of visits will be compiled. This list will include the name and address of the pupil, the name and contact details of the parent/carers, along with the attendance record of the pupil.

3.3. The list must be approved and signed by the Headteacher before any visits occur.

3.4. If the parents/carers are not present at the arranged time, the staff member should wait no longer than 20 minutes. If the parent/carer does not arrive the visit will be cancelled.

3.5. If the parents/carers have given prior notice that they are running late, the officer must not enter the house until they arrive. If they are over 30 minutes late the visit will be cancelled.

3.6. Once in place, appointment arrangements must be adhered to. Notification will be given to the Headteacher if any changes are made.

3.7. Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.

3.8. A house should not be entered if the staff feel unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated in writing to the Headteacher.

3.9. If there are potentially dangerous animals in the house, staff will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled. The reason for the cancellation will be communicated to the Headteacher in writing.

3.10. Before and after the visit staff will 'check in' by calling the school office.

4. After the visit

4.1. Once a visit has ended, any agreements made between staff and parents/carers will be recorded and kept in the pupil's CPOMS account.

4.2. Reminder letters will be sent to the parents/carers if the pupil fails to adhere to the agreements made during the home visit.

4.3. A note will be made in the pupil's attendance record if they fail to follow the agreement.

Continued failure to adhere to the agreement will result in a follow-up visit.

4.4. If the pupil's attendance falls below 90 per cent over the course of three months, the appropriate authorities will be notified in order for legal proceedings to be considered.

5. Child protection and safeguarding

5.1. Before school staff are appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure and Barring Service (DBS) certificate and barred list check.

5.2. If staff are transporting a pupil, the appropriate car insurance must be in place and there must be an additional adult in the car who has responsibility for the child as escort.

5.3. The school acknowledges that staff must only ever use physical intervention as a last resort, and it must be the minimal force necessary to prevent injury to another person.

5.4. Coteford Junior School understands that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

5.5. Any allegations made against staff will be dealt with in accordance with the Whistle Blowing Policy which is on the school website.

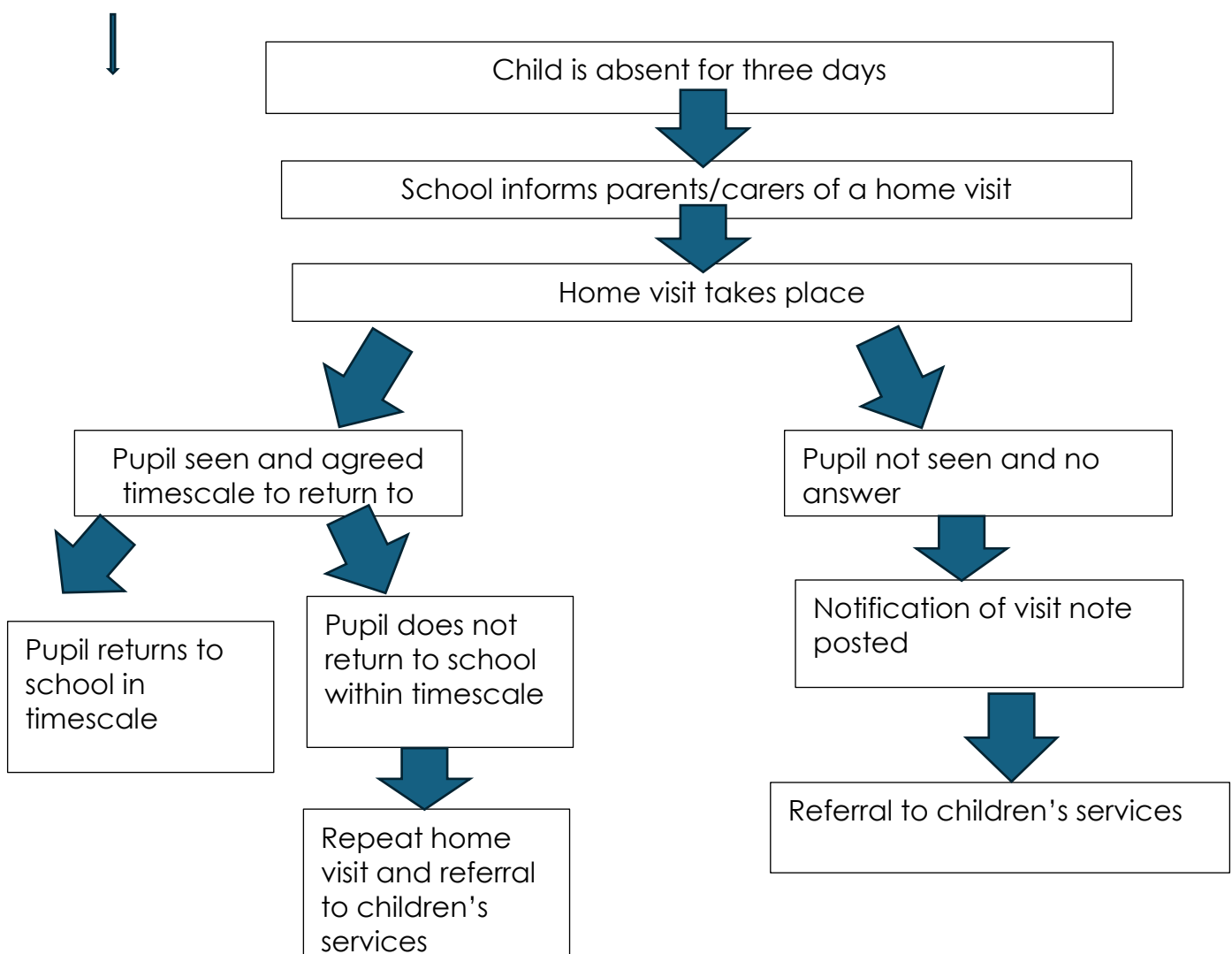
6. Review and monitoring

6.1. The School Business Manager is responsible for monitoring this policy and procedures and amending it accordingly following any incidents or concerns.

6.2. This policy will be reviewed annually by the School Business Manager.

Appendix 1

Home Visit Flowchart



Appendix 2

Home Visit Record

Coteford Junior School



Home Visit Report

Pupil and Visit Details

Pupil Name	
Year/Class	
Date of Visit	
Time of Visit	
Staff Member(s) Present	

Reason for Visit

People Present at Home

Summary of Discussion

Actions Agreed

Attendance Data

Total School Sessions Missed	
Authorised Absences	
Unauthorised Absences	
Current Attendance Percentage	

Follow-Up Actions

Report Completed By

Name	
Role	
Date	

Appendix 3

Home Visit Notification- children/family not seen.

Date:

We attempted a home visit to you today to make contact with you. Unfortunately, we have been trying to get in touch with you by phone; alternative contacts you gave us and listed emails.

As this has not been possible we have visited you today.....
at.....

Please contact the school on: 01895 634206 to let us know you and your family are well.

Coteford Junior School Attendance Team

Date:

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As this has not been possible we have visited you today.....
at.....

Please contact the school on: 01895 634206 to let us know you and your family are well.

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