



Parents/Carers have a legal responsibility for ensuring their child attends school regularly.

The school office, SLT & governors at our school aim to work in partnership with families as well as other professionals and agencies to ensure that all pupils & families develop good attendance habits. Attendance is monitored daily by admin staff and the Family Support Partner who is also in regular communication with our Education Welfare Officer (EWO). We strive to be proactive and will address attendance concerns and identify patterns before any triggers are met. We are keen to work together to offer support and solutions.



SCHOOL TARGET IS 96%

Where concerns are raised, the following actions are put in place...



STAGE 1 (95% AND BELOW)

- Pupil's attendance is 95% or below.
- Phone call from FSP to discuss concerns and offer support.
- Attendance Letter to be sent by attendance lead (FSP) and support is offered.
- Communicate concerns with wider professional team (health, social services, early help)
- Signposting/referrals will be offered.



School will continue to monitor attendance.

Any further absences will trigger actions from Stage 2



STAGE 2

- Attendance letter 2 to be sent by attendance lead (FSP)
- Possible home visit to offer support
- Medical evidence may be required
- Meeting to be held to discuss support.
- Continue to communicate concerns with wider professional team (health, social services, early help)
- Has attendance improved??

YES



NO FURTHER ACTION.
Continue to monitor.



- Continue to monitor
- Regular check in calls/review of attendance contract.

YES

NO



STAGE 3

(If attendance does not improve and attendance contract is not adhered to)

- Referral to Education Welfare Officer (EWO)
- Potential legal proceedings initiated by Local Authority



SUPPORTIVE ACTIONS

- Parents invited in for a supportive meeting to discuss barriers to attendance.
- Attendance plan/contract devised and identify agreed support where appropriate.
- Referrals to external agencies to address any reason contributing to non attendance (health/safeguarding).
- If appropriate, report on monthly CME (children missing in education) which is shared with EWO.
- Has attendance improved?