

Attendance monitored weekly by the Attendance Champions



Children with attendance of below 97% receive a message to inform them and offer support from our Pastoral Manager.

“We have a duty of care to inform you that your child’s attendance has fallen below our school’s target of 97% and is currently at %. If you feel our support would be beneficial, please don’t hesitate to contact us.”

Initial concern: Children with attendance of below 93% receive a supportive phone call from our Pastoral Manager to inform them and offer support. Following this, there will be a three-weekly supportive check-in until attendance significantly improves. Each case is discussed with the wider safeguarding team at Inclusion meetings.

Attendance falls below 90%

Phase 1: A wellbeing phone call will be made to the parent / carer by our Attendance Champions. The aim of the call:

- ✿ To make them aware of their child’s low attendance.
- ✿ To find out if any support is required in improving their child’s attendance.
- ✿ To inform that their child’s attendance will continue to be monitored to ensure that it improves.

Phase 2: If there is no improvement in the pupil’s attendance, this will trigger a letter to parents to:

- ✿ Inform them that their child’s attendance has not improved and that it will be monitored.
- ✿ Inform them that any further illnesses will not be authorized without a medical note (this will be on a case-by-case basis).
- ✿ Inform them that 10 sessions of unauthorised absence within a 10 week rolling period will result in a fixed penalty notice.
- ✿ Inform them of any other further action that may be taken if there is no improvement in attendance such as enforcement from the LA.
- ✿ Propose a school meeting/ home visit / telephone conversation to discuss ways we can support your child.

Phase 3: If there is no improvement and parents / carers do not engage in school’s support regarding their child’s attendance, a further letter will be sent informing them:

- ✿ Of a given time and date to attend a final and formal meeting with a member of SLT and Mr Bluer (Pastoral Manager), our school Attendance Champions, to discuss their child’s attendance.
- ✿ That failing to attend, and if there is no improvement in attendance, a referral for further support may be made/ consideration for enforcement.

Phase 4: If parents / carers fail to attend the meeting and there is no further improvement in attendance:

- ✿ A fixed penalty notice warning letter will be sent informing them:
- ✿ Of their child’s current attendance
- ✿ That a referral to the Local Authority to issue a fixed penalty notice has been made.

THE ATTENDANCE CHAMPIONS WILL MAKE REGULAR CONTACT VIA PHONE AND CLASS DOJO MESSAGE TO OFFER HELP AND SUPPORT TO KEEP COMMUNICATION OPEN. THIS WILL BE LOGGED VIA OUR ONLINE SAFEGUARDING SYSTEM.