

Attendance Monitoring Procedures

Universal support	Targeted support		Intensive support
Pupils with attendance 97%+	Emerging Need 1. Lates 2. Holiday requests 3. 90-96%	Intensive Need 1. Lates 2. 80-90% 3. Persistent absence 4. No contact from family in 3 days 5. EHCP / SEND plans 6. Mental Health needs	Specialist Need 1. Less than 80% 2. Children missing education 3. Part time timetable
Attendance team role is based on cultivating strong and respectful relationships with families, children and staff to build trust and open communication about the importance of school attendance. Aim to raise understanding of parents' legal duties and a child's right to a full time education. Provide robust strategies, systems and management to improve school attendance. Aim to have all children in school with high attendance and happy to be able to learn. We listen, understand, empathise and support – our expectations remain high.			
• Weekly post on Class Dojo (class attendance). • Pastoral / attendance support on the gate in morning. • Celebration attendance assemblies – weekly class cup winners/ 5 extra dojo points each. • Termly / Yearly attendance challenge. • Communication to parents, children and staff re good attendance and impact. • Dojo points for attendance. • Late mark if arrive after gates close at 8.50. Absence mark after 9.20 when registers close. • First hour check of registers. All parents / carers followed up on re absence and spoken to. Yr 6 first for safeguarding. • Weekly monitoring of class attendance. • Weekly monitoring of persistent absence. • Attendance figure shared with parents at parents evening. • Attendance summary sent with end of year reports. • Monitoring of whole school and cohort trends through weekly and termly tracking document. • Attendance policy reviewed and approved annually by governors and available on the school website.	• Leave of absence requests unauthorised for holidays. Holidays escalated to DCC for a penalty notice through admin process. • Phone calls / informal discussions to parents where attendance is below 92% to raise awareness with a view of attendance not becoming persistently absent. • Reported through MyConcern safeguarding systems to DSLs if concerns re reason for absence • Teachers raise any concerns with attendance team. • Monitored weekly for improvement.	• Lates and attendance reviewed ½ termly and letter issued for concern. • Attendance panel as part of wider early help • Letter issued where absence below 90%. • Children then placed on weekly monitoring for improvements. • Contacted by attendance officer daily re any absence. • Consider referral to Pastoral Lead. • Consider referral to COMPASS / CAMHS/ EdPsy • Reported through MyConcern safeguarding systems to DSLs if concerns re reasons for absence • Teachers raise any concerns with attendance team. Attendance panel / Early Help process • Invite parent and carers. Panel made up of 2 or 3 members: Head Teacher, Learning Mentor / Attendance Officer, Class teacher, Pastoral Lead, SENDCO • Aim to develop a plan to improve attendance. Pastoral support plan • Wider agencies signposted for parents. • Referral to COMPASS for mental health support • Breakfast club support. • 6 weekly review. Signed off panel when improvements made and maintained. • Possible issue of fixed penalty notice	• Attendance panel as part of wider early help • Consider referral to Pastoral Lead. • Consider referral to Starting Point • CME protocol • Any part-time timetable reviewed on a 6 weekly basis. Any reduction in timetable needs to be in the best interest of the child and regularly reviewed by parents and school. • Reported through MyConcern safeguarding systems so DSLs • Escalate to Local Authority for an education supervision order / Fines /