

Attendance Interventions Who does what and when ...?



Intervention	By whom
<p>Daily monitoring takes place through the daily registers</p> <p>Parents notify the school using the online form. Teachers are to monitor this daily.</p>	<p>Class teacher & Admin staff</p>
Stage 1	
<ul style="list-style-type: none"> • Monitor whole school attendance • Share class attendance with each class teacher 	<p>Attendance Lead</p>
<p>If attendance dips below the threshold and is either unauthorised or the reasons provided are questionable:</p> <p style="text-align: center; color: red;">(Threshold Autumn 85%, Spring 90%, Summer 92%)</p>	
<ul style="list-style-type: none"> • a letter and leaflet reminding parents of this is sent out. • Four-week period of monitoring takes place where an insufficient reason for absence is provided (unauthorised). 	<p>Attendance Lead</p> <p>Admin staff</p>
Stage 2	
<p>If attendance continues to drop:</p>	
<ul style="list-style-type: none"> • Attendance lead to notify class teachers who are to call parents in for an informal meeting. • The teacher and parent will create targets to improve attendance. • Letter 2 to be given to parents • Other interventions to be considered here as appropriate. • Monitoring period of four weeks takes place • Follow up with the family if improvements have been made 	<p>Attendance Lead</p> <p>Class teacher</p> <p>Class teacher / SENCO/ Wellbeing lead</p> <p>Attendance Lead Class Teacher Attendance lead</p>

Stage 3

If attendance continues to drop:

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| <ul style="list-style-type: none">• Meeting with the pupil, class teacher and attendance lead/Headteacher to discuss and agree on a plan of action.• Letter 3 to be hand given to parents during meetings• Four-week period of monitoring takes place.• Follow up with the family after four week period.• On each day of the child's absence after the meeting, the headteacher to phone the parent offering any support for the absence. | <ul style="list-style-type: none">• Class teacher• Admin• Attendance Lead• Headteacher Local Authority (statutory action) |
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Stage 4

If attendance continues to drop in the next 4 weeks (8 weeks in total):

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| <ul style="list-style-type: none">• a referral to the Local Authority for statutory action should be considered. | |
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