

## Appendix I: Graduated Response to Attendance

### GRADUATED RESPONSE TO ATTENDANCE

NOTES:

- Any safeguarding concerns should be dealt with as a priority and following policies and procedures
- Process applies to ALL pupils including those of non-statutory school age
- Process can be expedited where there are attendance/safeguarding concerns
- Suggest attendance is reviewed half termly
- Starting point will depend on the needs and priority in each school
- Starting point will depend on needs of family
- Make letters personal to pupil
- Send via post, email etc directly to the parents, not in given to pupil to take home

	Scenario	Action	Documentation
First Day of Absence	No reason given for absence (not communicated by 09:30)	School to call parents and all emergency contacts to ascertain whereabouts of pupil	School to keep record of dates/times of phone calls
Second Day of Absence	No reason established for absence	School to call parents and all emergency contacts to ascertain whereabouts of pupil	School to keep record of dates/times of phone calls etc
Third Day of Absence	No reason established for absence	School to call parents and all emergency contacts to ascertain whereabouts of pupil  Carry out home visit  Log safeguarding concerns	School to keep record of dates/times of phone calls etc
Day 4-10 of Absence	No reason established for absence	School to call parents and all emergency contacts to ascertain whereabouts of pupil  Follow CME procedures (ask class mates, liaise with schools attended by siblings, check with previous school, contact with other agencies known to family/police)  Escalate Safeguarding Concerns  Continue to make home visits	School to keep record of dates/times of phone calls/visits etc
Day 10-20 of Absence	No reason established for absence	Refer to LA as CME	School to keep record of dates/times of phone calls/visits etc

<b>Graduated response to attendance figures</b>			
	<b>Scenario</b>	<b>Action</b>	<b>Documentation</b>
<b>STEP 1</b>	Attendance starting to fall below school target but above 90%	School to send by post letter to parents from headteacher	<b>Attendance Letter 1</b> with attendance certificate or <b>Attendance Letter 1 NS</b> (non-statutory school age) with attendance certificate
<b>STEP 2</b>	Attendance not improved and falling below school target but above 90%	School to send by post letter to parents from headteacher	<b>Attendance Letter 2</b> with attendance certificate or <b>Attendance Letter 2 NS</b> (non-statutory school age) with attendance certificate
<b>STEP 3</b>	Attendance not improved  (where below 90% medical evidence needed for any absence due to illness)	<b>EWO register reviews of each case</b>  Parents/carers asked to meet with headteacher/member of SLT  Notes of meeting kept (can be hand-written and scanned) Use RECORD OF ATTENDANCE/PUNCTUALITY MEETING document  (review in 6 weeks – if improved action closed, if not progress to Step 4)	<b>Attendance Letter 3</b> invite to meeting  RECORD OF ATTENDANCE/PUNCTUALITY MEETING
<b>STEP 4</b> <b>Trust Attendance Officer involvement</b>	Attendance not improved and below 90% or cause for concern	Parents/carers asked to meet with Trust Attendance Support Officer and member of school SLT  <b>School send request for involvement to Trust Attendance Support Officer with</b>  1) Copy of Attendance Intervention record 2) Copy of current attendance certificate 3) Copy of RECORD OF ATTENDANCE/PUNCTUALITY MEETING	
<b>OTHER POSSIBLE STEPS</b>			
Early Help	FPN/Statutory Action		
<b>Attendance Improves</b>			<b>Well done letter</b>