



Attendance Support Process

Absences

Child is absent and parents / carers contact the school

1. Reason recorded
2. If attendance is already below 90%, evidence for absence will be requested as per the child's attendance plan

Child is absent and parents / carers do not contact the school

1. Absence report run from SIMS at 09:05 for the whole school.
2. Attendance sweep of each class carried out to check the absence list is correct and no mistakes have been made.
3. Family Worker makes phone calls home to parents / carers of absent pupils and record of conversation made on CPOMS.
4. Phone calls should be challenging and not too sympathetic and if attendance is below 90%, medical evidence is requested.
5. If no contact made, school text is sent.
6. If the reason provided for the absence is not a reason approved by school inform parents / carers that absence will be recorded as unauthorised.
7. Information collated from the first day response is added to SIMS by the Attendance Admin Assistant.
8. In some cases, where no contact has been made a home visit is to be carried out.

Child is absent for 3 days or more

1. On Day 4, text is sent to parents to check in
2. Reason is recorded
3. If no response to text, family worker will ring in the afternoon to check in
4. If no response, repeat on Day 5
5. If no response, home visit may be carried out

Child returns to school

If the absence has been for **3 or more consecutive days** one of the following must be shown to a member of the school office.

- A signed/stamped Dr's note dated from the time of absence
- An appointment card signed/stamped by the medical practice or department and dated from the time of absence
- A receipt for over-the-counter medicine dated from the time of absence
- Any prescribed medicine with an affixed sticker including the date from the time of absence
- An official text from a medical establishment showing confirmation of a medical appointment

Attendance Support Process

Monitoring

Stage 1

1. Attendance falls below the school target.
2. **Nudge Letter 1** sent stating the child's attendance percentage plus registration certificate.
3. Attendance monitored for 4-6 weeks.

✓ Attendance improves – praise letter sent and continue to monitor

✗ Attendance declines ↪

Stage 2

4. **Nudge Letter 2** sent stating the child's attendance percentage plus registration certificate.
5. **6-week attendance plan** in place put in place and parents invited into school to speak to the Family Worker to consider ways of improving attendance

✓ Attendance improves – praise letter sent, attendance plan stopped but attendance monitored

✗ Attendance declines below 90% ↪

Stage 3

6. **Second 6-week attendance plan** in place and parents invited into school again to meet with Inclusion Manager (School Attendance Lead) to consider ways of improving attendance and explain next steps.

✓ Attendance improves – praise letter sent, attendance plan stopped but attendance monitored

✗ Attendance declines below 85% ↪

Stage 4

7. **Information/warning** letter sent from Attendance Support Team at Brighter Futures (start of legal process)

✓ Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

✗ Attendance does not improve within 4 – 6 weeks ↪

Stage 5

8. **Attendance panel meeting** with parents / carers, School Attendance Lead and Senior Attendance Support Worker from Brighter Futures for Children

Attendance panel review meeting arranged for 4 – 6 weeks and attendance monitored closely

Stage 6

9. **Attendance panel review meeting** with parents / carers, school attendance lead and Attendance Support Worker from Brighter Futures for Children

✓ Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

✗ Attendance has not improved between attendance panel meeting and attendance panel review meeting ↪

Stage 7

10. **Legal Action** taken in the form of a Fixed Penalty Notice