

## MICKLEY VILLAGE PRIMARY AND NURSERY SCHOOL GRADUTAED RESPONSE TO ATTENDANCE

Trigger / group	Trigger / group	Trigger / group	Trigger / group	Trigger / group
<p style="text-align: center;"><b>All</b> <b>1.No trigger</b></p>	<p><b>Low Need:</b> <b>1.Holiday requests</b></p>	<p><b>Emerging Need:</b> <b>1.Lates</b> <b>2.90-95%</b></p>	<p><b>Intensive Need:</b> <b>1.Lates</b> <b>2.80-90%</b> <b>3.Persistent absence</b> <b>4.No contact from family in 3 days</b> <b>5.EHCP / SEND plans</b> <b>6.Mental Health needs</b></p>	<p style="text-align: center;"><b>Specialist Need</b></p> <p><b>1.Less than 80%</b> <b>2.Children missing education</b> <b>3.Part time timetable</b></p>
<p>The attendance officer role is shared between the two Headteachers and the Pastoral Lead and 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 and we do not tolerate.</p>				
<p>Newsletter updates on attendance -Whole school attendance letter in September 2023. -Celebration attendance assemblies – weekly class cup winners. -Termly / Yearly class attendance prize. - Communication to parents, children and staff re good attendance and impact.</p> <p>-Late mark if arrive after gates close at 8.45. Absence mark after 9.00 when registers close. -Head and Pastoral Lead on the playground most mornings to talk to parents. -First hour check of registers. All parents / carers followed up on re absence and spoken to. -Weekly monitoring of class attendance. -Weekly monitoring of persistent absence. -Attendance figure shared with parents at parents evening. -Attendance letters sent out termly informing parents of current attendance and colour(Red, Green Amber) summary sent with midterm and end of year -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.</p>	<p>-Leave of absence requests unauthorised for holidays. -Holidays escalated to DCC for a penalty notice through admin process. -Letter issued -Teachers raise any concerns with Head(s) or Pastoral Lead.</p>	<p>-Lates and attendance reviewed ½ <b>termly</b> and letter issued for concern. - Monitored weekly for improvement. - Phone calls / informal discussions to parents where attendance is below 90% to raise awareness with a view of attendance not becoming persistently absent. - Collaboration regarding siblings and wider understanding of issues. -Reported through My Concern safeguarding systems to DSLs if concerns re reason for absence - Teachers raise any concerns with Head(s) or Pastoral Lead</p>	<p>-Attendance meeting with the headteacher -Letter issued ½ termly where absence below 90%. -Children then placed on weekly monitoring for improvements. Contacted by attendance officer daily re any absence. -Consider referral to outside agencies -Consider referral to COMPASS / CAMHS/ EdPsych - Reported through MyConcern safeguarding systems to DSLs if concerns re reasons for absence - Teachers raise any concerns with Head(s) or Pastoral Lead. -Consider attendance panel as part of wider early help</p>	<p>-Attendance panel as part of wider early help - Consider specific targeted work with Pastoral Lead. -Consider referral to Starting Point -Professional conversations with Cluster Collaboration regarding siblings and wider understanding of issues. -CME protocol – see attached annex for flow chart - 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 / <a href="mailto:prosecution.ews.head@leicestershire.gov.co.uk">prosecution.ews.head@leicestershire.gov.co.uk</a> / 01629532157 Priscilla Warrington Education Welfare Team Manager 01629 535756</p>
			<p><b>Attendance panel / Early Help process</b> Invite parent and carers. Panel made up of 2 or 3 members: Head Teacher, Learning Mentor / Attendance Officer, Class teacher, Family Resource Worker, SENDCO Meeting structure using safety and wellbeing grid. 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. Issue letter re unauthorising absence without medical evidence. Possible issue of fixed penalty notice.</p>	

CONTROLLED