

Universal Support

All staff welcome pupils back after any period of absence, discreetly enquire if the pupil is well or if they may require any additional support.

Form tutors be available as first port of call for pupil, parents or carers to offer support or any required 'catch up plan'. All staff to demonstrate professional curiosity in relation to any pupil absence with the pupils, parents/carers and through discussion with colleagues, where appropriate.

Staff (other than the attendance management team) taking calls related to absence, routinely refer to 'First day call guide'.

School ensure that they promote a high attendance culture through adult role modelling, tutor time, personal development programmes, PSHE and assemblies.

Tier 1 - Attendance Manager/Officer

- Ensure details of reason for absence are noted, ask when symptoms started and if the GP has been consulted. Record in notes. (See phone call guidance)
- If any doubt as to the code to be used, leave as unauthorised absence and seek guidance from the Attendance Lead.
- Track all pupils with broken weeks (bw), contact parents/carers at two bw in half term, three bw in a term with a phone call and the standard letter (T1).
- Respond to any call back and/or query, offer access to support and escalate as necessary. Refer any EBSA (Emotional Based School Avoidance) to pastoral team.
- Ensure parents/carers are aware that further absence will result in referral to T2 and the possibility that school will have no alternative but to request medical evidence and/or information before absence can be authorised.
- **Section 7 is the parents' duty to ensure their children access education, it places a legal duty on all Parents/Carers to ensure that any child of compulsory school age receives full-time education that is suitable to their age, ability and aptitude and to any special educational needs the child may have.**
- When a child is absent from school without authorisation, parents are committing an **offence under the Education Act 1996**. They place themselves at risk of either a Penalty Notice and/or prosecution in a magistrate's court.
- Refer all pupils with 3 broken weeks to the attendance lead/pastoral team for T2 intervention.
- **NB absence monitoring and first day calls should continue, liaise with T2 officer(s) in relation to authorisation of further absence**

Tier 2 - Pastoral

- Upon referral send Pupil Support Plan (PSP) meeting invitation to parent/carer
- Complete the Pupil wishes form with pupil. If the child is absent ask the parent to complete the form
- Consider possible barriers/issues and support options available prior to the meeting (if required, regular drop-in sessions will be available with the A&IL for case discussion)
- Chair the meeting and complete the PSP form. List recommendations and agree a clear action plan and review date with the parent/carer.
- Any further absence or non-engagement with the plan, request Atten Lead issues the medical letter.
- 10 days prior to review date, issue PSP reminder meeting letter.
- Review PSP - agree further review period with *timeline (use same process) **OR** agree referral to SEWO (Atten Lead approval required) via referral form completed in full. (Requires 10 sessions unauthorised absence within 100 sessions)
- *Timeline - can only be extended if attendance has improved or parent/carer co-operation with recommendations has been evidenced **or** further pastoral intervention is deemed necessary.

Tier 3 -SEWO

- Referral received and processed onto tracking sheet.
- Phone call and FWNOP and home visit letter
- Undertake h/v to explain statutory intervention, FWNOP and complete report, share report with parent/carer and agree review period 4-5 weeks (Review case with school team at 2 and 4 weeks)
- NB if pastoral needs are identified as unmet, case will be deferred and passed back to Pastoral for further intervention.
- Review case with parent/carer, if attendance has satisfactorily improved, place on monitor for further 4 weeks. if attendance has not improved and no satisfactory reason provided, progress to PN or EPM.
- Where cases improve satisfactorily or above that of which statutory intervention can be progressed, SEWO will be required to close the case and notify referrer and school attendance lead. Any deterioration will require School to recommence T1 and T2 process.