

Universal Support

- Form tutors and teachers follow up absence and lateness on pupil's return to school
- Tutor/teachers provide additional support after absence 'a catch up plan'
- Form tutors are first port of call for parents/carers and liaise with/meet with parents to discuss barriers or required additional support
- Receptionists routinely ask parents for reasons for absence and nature of illness when taking absence calls
- Professional curiosity from all members of the school staff
- A high attendance culture through assemblies, PSHE, adult role modelling, personal development programmes and tutor time.
- Daily absence management and tracking

Tier 1 Support

- Calls from Attendance Officer
- Register monitoring by Attendance Officer
- Professional curiosity and follow up from Attendance Officer
- Monitoring of broken weeks and reporting to fortnightly Attendance Team meeting
- **Initial concern letter** at 2 broken weeks (half term) 3 broken weeks (term)
- Referral to Atten Lead for pastoral support at 3 broken weeks (half term) 5 broken weeks (term)
- Monitoring of disadvantaged and PA pupils, any PA not within BW criteria reported to Atten Lead
- Daily absence management process and tracking (Universal Support)

Tier 2 Support

- Pastoral team support to consider and remove barriers to attendance
- Completion of pupil wishes record
- Meeting with parent/carers and professionals
- Organisation and chairing of PSP
- Attendance Lead issues letter requesting medical information and/or evidence
- Complete 'review' of PSP after 4 weeks
- Monitor/further review **OR** agree and complete EWO referral via School Attendance Lead (threshold is 10 unauthorised sessions within 100 sessions)

Tier 3 Support

- EWO processes referral
 - First warning and Homevisit
 - Completion of H/V report
- Notice of improvement served or referred back to the Pastoral Lead for further Tier 2 Support
- Monitoring period agreed to keep school A/O and pastoral staff updated
 - in the event there is no improvement or non co-operation, referral to TPAT A&IL for EPM