

Graduated Approach for Attendance Overview

The Attendance Champion at Grange Primary Academy, regularly monitors and tracks individual pupil attendance and absences (daily, weekly and termly). We believe that **early intervention** is key, when **supporting children and their families** with any **barriers or challenges** that may be resulting in lower than expected levels of attendance.

The table below summarises the different **stages** in our **support model** and explains the type of intervention and who may be involved at each level. The percentages are used as a guide, however individual pupil and family situations are also considered when putting support into place.

All parents, who have **Parental Responsibility**, will have their child's attendance and any concerns about their attendance communicated to them.

Attendance percentage	Support stage	Who will be involved?	Type of support	Reviewed when?
96-100%	1 – Universal Support	Children & Parents Class Teachers/Teaching Partners	<ul style="list-style-type: none"> - Consistent routines in the classroom - Positive relationships with staff - Open communication systems (phone, text, email, face to face at the end of the day) - Weekly Class Dojo updates (whole school and class level percentages) - Attendance certificates reported during Parents evening (twice a year) and in annual, end of year written reports. - Termly celebrations for attendance 	At the end of each half term.
93-95%	2 – Early Support	Children & Parents Class Teachers/Teaching Partners FSW SENDCO Attendance Champion Attendance Ambassadors	<ul style="list-style-type: none"> - Letter stating the number of sessions/days absent - Class teacher 'check in' with children & parents. - Signposted to support from FSW, SENDCO or Attendance Champion if needed. - Weekly sticker rewards for 100% from Attendance Ambassadors - Positive attendance text messages to parents 	Weekly and at the end of each half term.
90-93%	3a – Support Plan	Children & Parents Class Teachers/Teaching Partners FSW SENDCO Attendance Champion	<ul style="list-style-type: none"> - Problem solving meeting with the Attendance Champion (children may be present in this meeting, or their views will be recorded by an adult that they are familiar with i.e. class teacher or teaching partner). - Barriers inside and outside of school will be discussed and support strategies will be suggested by the Attendance Champion. - Parents may be sign posed to support from the FSW/SENDCO/School nurse/support within the community 	<p>Every 2-3 weeks (at least 2 reviews)</p> <p><i>Phone calls/texts/face to face meetings</i></p>
<i>Following a minimal</i>	3b - Medical Evidence Request	Attendance Champion	<p>Examples of Medical Evidence:</p> <ul style="list-style-type: none"> ● Medical appointment cards - stamped and dated by the surgery 	In 2-3 weeks.

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<p><i>improvement of the Support Plan after at least 2 reviews</i></p> <p>OR</p> <p><i>Parental dis-engagement in the Support Plan meetings</i></p>			<ul style="list-style-type: none"> • A text message from your surgery with your child's name and the date and time of the appointment • A screenshot of the electronic check in screen at your surgery with your child's name and the date and time of the appointment • A print out from your GP surgery • Prescription clearly showing the date that it was prescribed and your child's name • A letter from your GP • A&E discharge letter • Referral or medical condition confirmation letter <p>- If an improvement is noticeable, then continued 2-3 weeks reviewing will happen. - Stage 4 will begin if there is no/limited improvement at the 1st review after the Medical Evidence request.</p>	
<p>Below 90%</p>	<p>4 – Action Plan</p>	<p>Children & Parents Attendance Champion Head of School</p> <p>External Agencies</p>	<p>This is the start of the Legal Process</p> <ul style="list-style-type: none"> - Targets will be set (with or without parents present in the meeting) - Plans will be emailed/posted to all parents with Parental Responsibility <p>- A multi-agency approach may be appropriate i.e. Team around the family, Team around the child, Early Help co-ordinators, Social services, Health professionals.</p>	<p>4 weeks <i>(weekly text messages of progress may be sent to support parents with progress noted against targets)</i></p>
<p>No improvement following the above stages</p>	<p>5 – Statutory Intervention</p>	<p>Attendance Champion Head of School</p> <p>Gloucestershire Local Authority</p> <p>External Agencies</p>	<ul style="list-style-type: none"> - Continued Stage 4 provision - Referrals will be made to external agencies (MASH, Social Services, Police, GP, CAMHS) - Referral for a Penalty Notice to Gloucestershire Local Authority 	