Attendance Monitoring Policy and Processes

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Attendance Monitoring Policy and Processes

1. Purpose

This policy outlines how the school monitors pupil attendance and the actions taken to promote high levels of attendance. Regular attendance is essential for pupils' academic progress, wellbeing and safeguarding. The school is committed to working in partnership with parents to remove barriers to attendance at the earliest stage.

This document should be read alongside Highfields Primary School's Pupil Attendance Policy. The Attendance Policy outlines the statutory responsibilities and legal framework relating to attendance, whilst this document details the operational monitoring procedures used by the school.

Procedures outlined in this document are implemented in accordance with the school's Pupil Attendance Policy and DfE guidance 'Working Together to Improve School Attendance'.

2. Monitoring Arrangements

- Attendance for all pupils from Reception to Year 6 is recorded daily.

- An attendance tracker is updated weekly showing each pupil's attendance percentage.

- The Deputy Headteacher/ Attendance Champion and Attendance Support Officer review pupils whose attendance falls below 95%, with particular focus on those below 90% (persistent absence).

- Attendance data is also reviewed half-termly to identify patterns and vulnerable groups.

3. First-Day and Ongoing Absence Procedures

Day 1 of absence

- If no reason for absence has been received, the school will contact parents/carers by text, telephone, or email on the first day.

- The absence will be recorded as unauthorised until a satisfactory reason is provided.

- Any safeguarding concerns will be logged and shared with the Designated Safeguarding Lead (DSL).

Day 2 of absence

- If no contact has been made, the school will make further attempts to contact parents/carers.

- Where the pupil has ongoing safeguarding needs/ concerns, a home visit will be undertaken on Day 2 if no contact has been made or the reason given raises concern.

- Concerns will be reviewed with the DSL prior to a home visit being undertaken.

Day 5 of absence (This figure will include weekend days).

- If a pupil remains absent and contact has not been established or the reason given causes a concern, a home visit will be carried out by the Attendance Support Officer and/or DSL

- School will continue to communicate with the family if absence continues beyond day 10.

Day 10 of continuous absence

- An additional home visit will be completed if the child has not returned to school.

- After 10 school days of continuous absence and if a child's whereabouts cannot be established, the school will notify the local authority and the pupil may be reported as CME (Child Missing in Education), in line with statutory guidance.

- Outcomes of any visit will be recorded on CPOMS and appropriate safeguarding actions taken if required.

4. Attendance Thresholds and Trigger Actions

Below 95% (Attendance requires monitoring)

- Parents receive an **informative** attendance letter.

- Attendance Support Officer offers support and discussion if required.

- Attendance is monitored closely.

Below 93%

- Concern letter sent to parents by email.

- Parents asked to contact the Attendance Support Officer to discuss barriers.

- Support strategies considered.

- If a parent does not contact school within a week of receiving this letter, a phone call will be made to discuss attendance and to see if any barriers are in place and if any support is needed. Depending on the outcome of this, a meeting may be arranged.

Below 90% (Persistent Absence)

- Parents invited to an attendance meeting in school through a formal concern letter sent by email. Barriers to attendance will be discussed and support offered.

- Individual attendance plan may be implemented. (This will be put into place if attendance continues to fall following the initial persistent absence meeting.)

- Consideration given to referral to the School Attendance Service if unauthorised absences continue.

-All children on the persistent absence list will be monitored weekly and, if attendance doesn't improve, a referral to the Attendance Solutions Panel will be discussed.

Below 50% (Severe Absence)

- Urgent meeting requested with parents through a phone call.

- Personalised support plan implemented.

- Multi-agency support considered and safeguarding reviewed due to educational neglect.

Improvements to Attendance

School will also acknowledge improvements in attendance when a child moves positively through the bands.

5. Actions to Improve Attendance

The school will use a graduated response, which may include:

Supportive strategies:

- Telephone calls

- Attendance meetings with parents

- Early Help referral

- Family Support involvement

- Pastoral mentor support

- School Nurse referral

- Safeguarding review where appropriate

- Classroom support and reintegration planning

- Reward systems and special mentions including invite to tea party

- Individual attendance plans

- Reasonable adjustments for pupils with medical or SEND needs (including modified timetables where appropriate)

-Positive praise letters home where improvements have been seen

Formal measures (**where appropriate**)

- Referral to the Attendance Support Service

- Parenting contracts

- Penalty notice consideration (in line with local authority guidance)

- Statutory intervention where thresholds are met through advice from Children's Services and a possible referral to them.

6. Purpose of Attendance Meetings

Attendance meetings aim to:

- Support parents to ensure good attendance

- Ensure parents understand their child's attendance and punctuality

- Identify and address barriers to attendance

- Agree strategies to improve attendance

- Signpost families to appropriate support services

- Raise awareness of the impact of absence on children's outcomes

- Clarify possible consequences where school and parents share concerns around poor attendance.

7. Safeguarding Considerations

Attendance is a key safeguarding priority. Where absence patterns give cause for concern:

- The DSL will be informed. Attendance is a standing item in DSL meetings.

- Home visits will be prioritized for vulnerable families.

- Multi-agency support will be considered.

- All actions will be recorded in line with safeguarding procedures using CPOMS (Highfields recording system)