

Graduated attendance response by group.

Trigger / group	Trigger / group	Trigger / group	Trigger / group	Trigger / group
All 1.No trigger	Low Need: 1.Holiday requests	Emerging Need: 1.Lates 2.90-95%	Intensive Need: 1.Lates 2.80-90% 3.Persistent absence 4.No contact from family in 3 days 5.EHCP / SEND plans 6.Mental Health needs	Specialist Need 1.Less than 80% 2.Children missing education 3.Part time timetable
Attendance officer role 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.				
Newsletter updates on attendance -Pastoral / attendance support on the gate in morning. -Whole school attendance letter in September 2024. - Communication to parents, children and staff re good attendance and impact. -Late mark if arrive after gates close at 9am. Absence mark after 9.20 when registers close. -CH on gate every morning to talk to parents about lateness. -First hour check of registers. All parents / carers followed up on re absence and spoken to. Yr 6 first for safeguarding. -Weekly monitoring of class attendance. -Weekly monitoring of persistent absence. -Attendance figure shared with parents at parents evening. -Attendance summary sent with midterm and end of year reports. Explanation of meaning of levels. -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.	-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 attendance officer	-Lates and attendance reviewed ½ termly and letter issued for concern. - Monitored weekly for improvement. - Phone calls / informal discussions to parents where attendance is below 92% to raise awareness with a view of attendance not becoming persistently absent. -Professional conversations with Belper Cluster Collaboration regarding siblings and wider understanding of issues. -Reported through MyConcern safeguarding systems to DSLs if concerns re reason for absence - Teachers raise any concerns with attendance officer.	-Attendance panel as part of wider early help -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 Family Resource Worker -Consider referral to Amber Valley Early Help Team -Professional conversations with Belper Cluster Collaboration in regard to siblings and wider understanding of issues. -Consider referral to COMPASS / CAMHS/ EdPsy - Reported through MyConcern safeguarding systems to DSLs if concerns re reasons for absence - Teachers raise any concerns with attendance officer.	-Attendance panel as part of wider early help - Consider referral to Family Resource Worker -Consider referral to Amber Valley Early Help Team -Consider referral to Starting Point -Professional conversations with Belper Cluster Collaboration regarding siblings and wider understanding of issues. -CME protocol - 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 / prosecution.ews.hq@derbyshire.gov.co.uk / 01629532157 Priscilla Warrington Education Welfare Team Manager 01629 535756
		Attendance panel / Early Help process Invite parent and carers. Panel made up of 2 or 3 members: Head Teacher, 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		

CONTROLLED