

Attendance Tiers

MEETINGS AND KEY INFORMATION RECORDED ON CPOMS

THRESHOLD 5

Below 50%

- *If support meetings are not successful, school to refer to CME panel
- *Referral to FDFP- parents informed

THRESHOLD 4 Below 50% - 82%

- *Letter 4 to be sent home to invite parents to a series of support meetings

THRESHOLD 3 82% - 88%

- *Letter 3 to be sent home to invite parents in for a meeting
 - *Meeting with Attendance Champion and EWO if appropriate
- Early Help referral if appropriate**

THRESHOLD 2 88% - 92%

- *Letter 2 to be sent home to invite parents in for a meeting
 - *If attendance is due to child being late, letter 2 to be sent
- Offers of support to include:**
- EMAS home liaison support if appropriate
 - Referral to Early help, Family Hub referral if appropriate
 - SENDCo, Learning Mentor support
 - PLAY after school club and Breakfast club with financial support where possible and according to need
 - School Nurse referral if there are medical needs

THRESHOLD 1 92%-95%

- *Attendance Champion to raise attendance with classteacher so that the classteacher can meet with parents to discuss attendance and give them letter 1
 - *If a child is late twice in one week, the teacher will speak to parents
 - Half way through a half term if they have been late more than 6 times, late letter 1 to be sent to parents
- Offers of support to include:**
- Breakfast club soft start and PLAY after school club

UNIVERSAL 96%-100%

Newsletter has weekly class attendance
Communication board has weekly class attendance
Parents evening teachers share attendance figures for each child
Attendance leaflet given in new parents' pack
Home visits for reception children the teacher gives attendance leaflet and asks if any holidays have been booked
Daily attendance is emailed to SLT and teachers
Lates are emailed to SLT weekly
Twice a Year attendance meetings for parents/carers

Panel meetings for family leave requests:

Executive Head, Head of School, Assistant Head, Two Governors