

Appendix 1 Graduated Attendance Response by Group				
Trigger / Group	Trigger / Group	Trigger / Group	Trigger / Group	Trigger / Group
<p>All:</p> <p>1. No trigger</p>	<p>Low need:</p> <p>1. Holiday Requests</p>	<p>Emerging need:</p> <p>1. Lates</p> <p>2. 90-97% attendance</p>	<p>Intensive need:</p> <p>1. Lates</p> <p>2. 80-90% attendance</p> <p>3. Persistent absence</p> <p>4. No contact for 3 days</p> <p>5. EHCP / SEND / Social Care</p> <p>6. Mental Health need</p>	<p>Specialist need:</p> <p>1. Less than 80%</p> <p>2. CME</p> <p>3. Part time timetables</p>
<p>Attendance officer monitors attendance this role is based on cultivating strong and respectful relationships with families, children and staff to build trust and open communication about the importance of attendance. Aim to raise understanding of parents' legal duties and the child's right to a full education. Provide robust strategies, systems and management to maintain school good attendance, alongside treating each case individually. Aim to have all children in school with high levels of attendance, happy and wanting to learn.</p>				
<p>-Provide interesting, exciting curriculum and enrichment activities that children want to be part of</p> <p>- Make school a welcoming inclusive place for all where children feel a sense of belonging</p> <p>-Attendance features in weekly celebration assemblies - Pastoral/attendance support</p> <p>-Attendance included in start of term letters</p> <p>-Communication to parents, children and staff re good attendance and impact</p> <p>- Monitoring cohort trends through termly tracking using DFE attendance program</p> <p>- Attendance policy reviews and approved annually by governors and available on school website.</p>	<p>-Parents spoken to regarding holiday requests when children start school</p> <p>-Leave of absence requests unauthorised for holidays in line with Attendance Policy and government guidelines.</p> <p>-Holidays escalated to DCC for penalty notices through admin process</p> <p>-Letter issued.</p>	<p>-Late and attendance reviewed ½ termly.</p> <p>- figures considered on an individual basis (eg if low attendance due to one bout of illness cause of low attendance) - Phone call/informal conversation with parents' carers where attendance is below 97% to raise awareness with a view to attendance not becoming persistently absence -Consider offering Breakfast Club attendance to support school attendance (Mapperley)</p> <p>- Any concerns relating to lateness/absence related to safeguarding issues reported to DSLs and reported on CPOMs.</p> <p>- Staff raise any concerns with attendance officer</p>	<p>-Consider issuing letter ½ termly where attendance below 90%</p> <p>- all cases looked at on an individual basis</p> <p>-Consider offering Breakfast Club attendance to support school attendance (Mapperley)</p> <p>- Consider involving Family Support worker Consider referral to external agencies -CAMHS/Ed Psy/ISAT - Any concerns relating to lateness/absence related to safeguarding issues reported to DSLs and reported on CPOMs.</p> <p>- Staff raise any concerns with attendance officer.</p>	<p>-Attendance panel as part of wider early help - Consider referral to family support worker</p> <p>-Consider referral to Starting Point - Follow Children Missing Education protocol</p> <p>- Any part time timetable reviewed on six weekly basis. Any reduction in timetable needs to be in the best interest of the child and regularly reviewed by parents and school</p> <p>-Any concerns relating to lateness/absence related to safeguarding issues reported to DSLs and reported on CPOMs. - Escalate to LA for an education supervision order/fines Prosecution.ews.hq@derbyshire.gov.co.uk 01629532157</p>
			<p>Attendance Panel/Early Help Process.</p> <p>Invite parent/carer. Panel made up of 2-3 members – HT/AHT/Class teacher/SENCO/Attendance Officer/Governor</p> <p>Meeting aim to develop a plan to improve attendance</p> <p>Pastoral support plan if needed/Wider agencies signposted to parents Breakfast Clubs Support offered</p> <p>Six weekly review Signed off panel when improvement made and maintained</p>	

