

St. Matthew's Bloxam C E Primary School Staged Approach

Stage & Team Member Responsible	Trigger	Outcome
HT, SLT, Class Teacher, Support Staff, Learning Mentor	Attendance is around the whole school target and the child's attendance is of concern.	Class teacher to contact parents/carers: - Express concern about emerging attendance concern - Advising of current attendance figure - Outline gaps in learning and/or attainment due to absences - Welcome parents / carers to discuss attendance - Record conversation on CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 1 Attendance lead	Attendance falls below the whole school target of 95% and the child's attendance is of concern.	Letter 1 will be sent to parents/carers: - Expressing concern about attendance - Informing the parents of current attendance - Enclosing a registration certificate - Reminding parents of their legal responsibilities and the nature of 'persistent absence' - Welcoming the parents to arrange contact the school if they wish to discuss attendance further. - Record conversation and documents sent, on CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 2 Attendance lead and Learning Mentor	Parents / Carers have received a Stage 1 letter and attendance remains of concern and the child has been off for 5 days.	Letter 2 will be sent to parents/carers: - Informing parents of ongoing concern about attendance - Informing the parents of current attendance - Enclosing a registration certificate - Reminding parents of their legal responsibilities and the nature of 'persistent absence' - Notifying parents / carers that the child's attendance is being monitored and of the duration of the monitoring period. - Pastoral team to make contact with parents/carers, to gain further insight into the absences, and offering support. - Welcoming the parents/ carers to arrange contact the school if they wish to discuss attendance further. - Record conversation and documents sent, on CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 3 Attendance Lead and	Parents / Carers have received a Stage 2 letter and	Letter 3 will be sent to parents/carers: Informing parents / carers of ongoing concern about attendance

Learning Mentor	attendance remains of concern and the child has been off for more than 5 days.	• Informing the parents / carers of current attendance • Enclosing a registration certificate • Reminding parents / carers of their legal responsibilities and the definition of 'persistent absence' • Requesting that the parents / carers provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence. Meeting with parents/carers and potentially child: • Inviting parents to an appointment with the Attendance and Pastoral Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target. • Notifying parents/ carers that should they chose not to attend or be unable to attend, the meeting may take place without them and a target set. • Action Plan to be created and shared with parents/carers. Agreeing timeframe on when attendance is to improve, clear and achievable targets that support both the child and the parents/carers. • Offering Early Help as a framework to capture household issues and support with school attendance. • Agree a review date with parents/carers. • Record conversation and documents sent, on CPOMS
Stage 4 Attendance Lead and Learning Mentor	Parents/ Carers have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%)	Letter 4 will be sent to parents/carers: • Informing parents / carers of ongoing concern about attendance and unmet targets from review meeting. • Informing the parents / carers of attendance during the target period. • Enclosing a registration certificate • Notifying parents / carers that the school intends to discuss their child's attendance with the Warwickshire Attendance Service Team. • Parents/carers to provide evidence of medical appointments, time off with illness to confirm reasons for absence. Meeting with parents/carers and potentially child: • Inviting parents to an appointment with the Attendance Lead and Learning Mentor on a specific date, with the purpose of discussing attendance, reviewing the current action plan, agreeing further targets support, considering whether it may be appropriate to involve outside

		agencies, and setting an internal school attendance target. • Notifying parents / carers that should they chose not to attend or be unable to attend, the meeting may take place without them, and a target set. • Action Plan to be created and shared with parents/carers. Agreeing timeframe on when attendance is to improve, clear and achievable targets that support both the child and the parents/carers. • If declined at previous stage, offering Early Help as a framework to capture household issues and support with school attendance. • Agree a review date with parents/carers. • Record conversation and documents sent, on CPOMS
Attendance Lead and Learning Mentor	During a monitoring period, attendance improves.	A Letter of Praise will be sent to parents / carers: • Informing the parents / carers of attendance during the monitoring period. • Notifying parents / carers that the school will continue to monitor attendance to ensure sustained improvement.