

Graduated approach to monitoring absence including vulnerable pupils at North Leigh CE Primary School

At North Leigh CE Primary School we are committed to supporting our children to attend school regularly so they can aspire and flourish. Please see below our graduated approach to monitoring and maintaining regular attendance at North Leigh CE Primary school.

Wave of Intervention	What?	By Whom?
Wave 1	- First day calls made to parent carers of all absent pupils if no notification of absence has been received by 9.00am. - If first day calls are not answered, voicemail messages are left and an email is sent asking parent / carer to call the school about their child's absence. - If no response has been received by 9.30am, parents are contacted again asking them to inform school by 10.30am regarding their child's absence. Phone calls to other contacts on the school system will be attempted. If this proves to be unsuccessful, the matter will be escalated to wave 2. - On day 2 of absence, this process is repeated where school were expecting the child to return. - Any absence calls received by school are logged on MIS. For all pupils below 90% (persistently absent) and vulnerable pupils, parent / carer contact regarding absence is recorded on CPOMS. - Attendance data is tracked and logged weekly for all pupils below 90% (persistently absent). - Attendance data is reviewed weekly for pupils at risk of becoming persistently absent (below 93% in first term and 95% in second and third terms). - During the weekly review process, individual attendance data monitoring for persistently absent pupils, or pupils whose attendance has unexpectedly become a concern are reviewed. Actions for these children are updated and shared with Headteacher and Assistant Head / Attendance Champion (Safeguarding Leads). - Weekly attendance monitoring highlights children who are vulnerable. - Actions are carried out escalating from initial phone call of concern, to letter of concern and informal support meeting request. - Pupil Voice is completed with children whose attendance is of concern to identify any unmet safeguarding needs. - If parents attend an informal support meeting, they will be asked whether they require early help. If they respond that they do require early help, this information is passed to Assistant Head (Pastoral Lead) to arrange a Strengths and Needs assessment.	- Admin Assistant - School Business Manager - Assistant Head / Attendance Champion - Headteacher
Wave 2	- Where a child is absent without contact a home visit will be conducted by a member of the SLT and a second member of staff. - Home visits are also carried out in the event of a reported absence which has extended beyond a reasonable period expected for that particular illness and it has not been possible to contact the parent to ascertain why the child has not returned to school or obtain any further update. - If home visits are unsuccessful, a letter-headed note is left at the home address. The procedure for non-response to notes left is indicated in wave 3. - Outcomes of home visits are logged on CPOMS and shared with safeguarding leads. - If attendance remains a concern (following either non-attendance at informal support meeting offered, early help declined or early help interventions have been in place for a minimum of 6 weeks) wave 3 support will be initiated.	- Assistant Head / Attendance Champion - Headteacher
Wave 3	- If all attempts to contact the parent / carer fail (no response to phone calls or notes left at home visits) the matter is escalated to the Headteacher/Assistant Head. They will alert/seek advice from Children's Services/The Police or the Family Support Worker/Social Worker if already known to these services. - If attempts to improve attendance have not been successful, parent/carers will be invited to a formal Improving Attendance Meeting. - If there is no improvement following the Improving Attendance Meeting, a Formal Warning Letter will be issued from OCC Attendance Team; this may lead to a referral to the Education Legal Intervention Team.	- Headteacher - Assistant Head / Attendance Champion - OCC Attendance Officer