

3. How we improve attendance together

Escalation of procedures

This table explains the key actions taken to challenge poor attendance and support families to improve it. The timings of the interventions are for guidance only and the school reserves the right to speed up or slow down the escalation process for each individual case.

A school year consists of 190 days		
100%	Excellent	No learning opportunities missed
98% - 100% fewer than 4 days off	Very good	Very few learning opportunities missed
96% - 98% fewer than 8 days off	Good	Few learning opportunities missed
93% - 96% up to 13 days off	Concerning	Attendance levels are beginning to cause concern - For children below 96% attendance at the end of September, Attendance Champions send a letter and Dojo message informing parents/carers of our concerns and offering support. - Parents will receive an automatic Dojo message when their attendance dips below 94% with an offer of support from the attendance champions and request for a support meeting. Parents are informed that future absences will not be authorised unless suitable evidence is provided, e.g. from a health professional, until attendance improves.
90% -93% Up to 19 days off	Very concerning	High risk of underachievement - If attendance is below 93% at the beginning of the spring term, we can invite parents/carers to a School Attendance Panel (SAP) meeting with an Attendance Champion. These meetings can take place over the phone. An attendance contract with targets is agreed and a review date set. It is important parents/carers attend these meetings so we can be a listening ear and understand the barriers to good attendance. Together we can find ways to support and improve attendance. - If targets are met, the school sends a closure letter to inform parents/carers. - Attendance Champion makes home visit for every absence of a child with an attendance plan. - Support plan continues and support is intensified if

		attendance does not improve • Attendance Champion checks-in with parents/carers weekly • Other agencies considered if attendance does not improve.
Below 90% over 20 days off	Persistent absence	Severe risk of underachievement • If attendance is below 90%, and the above interventions have failed to improve it, formalised proceedings begin • Attendance Champion makes home visit for every absence • The Attendance Champion will notify parents by letter, of the on-going concerns with their child's attendance. Parents will be invited to contact the Academy to arrange a Governors Attendance Panel Meeting. If parents/carers fail to respond to the invitation within 15 school days, legal proceedings begin such as fines and prosecution. • If the parents contact school and arrange a GAP meeting, this will be held with an Attendance Champion and any other relevant support agencies. The attendance contract is reviewed, further support considered and a new contract agreed. • If targets are not achieved and any absence is not supported by evidence from a medical professional or otherwise, the case will be referred to the Magistrate's Court or a penalty notice request will be made. <u>Second offence</u> • The case will be referred to the Magistrate's Court for prosecution under section 444(1a) of the Education Act 1996. • The Magistrates may issue fine of up to £2,500, a curfew or community service order; a Parenting Order; or an Education Supervision Order or a custodial sentence. • Or a further Penalty Notice may be requested (a fine of up to £2,500 per parent).

Children under 5

Until children reach the age of 5 their attendance in school is not statutory. However, good attendance is crucial to support each child to settle in school and to achieve their potential. At Littlecoates, we follow the steps above (with the exception of legal proceedings and penalty notices) to support children under 5 to achieve good attendance.