

Attendance Support and Improvement Process

The attendance of all pupils is monitored each half term.

If your child's attendance falls below 90%, we will contact you to discuss attendance and understand whether there are any barriers affecting your child's ability to attend school regularly. We will work alongside you to identify any support that may help and will continue to monitor attendance closely over the following weeks.

Attendance is below 90%:

Stage 1: Attendance Support

- Attendance reviewed by school
- Attendance support letter sent
- Named contact identified
- Parents/carers invited to discuss any attendance barriers
- Monitor for another half-term period.

Attendance improved

- Letter sent acknowledging efforts to improve attendance.

Attendance not improved:

Stage 2: Attendance Improvement.

- Attendance reviewed by school
- Parents/carers contacted (phone call) to discuss any attendance barriers
- Attendance improvement letter sent
- **6-week attendance target set** – 96%+ attendance expected for the next 6 weeks.
- Parents/carers invited to discuss any attendance barriers

Target achieved

- Letter sent acknowledging efforts to improve attendance.
- If overall attendance remains below 90%, monitor at Stage 1 for another half term period.

Target not achieved:

Stage 3: Attendance Planning Meeting

- **Formal attendance meeting held**
- **Individual attendance plan agreed**
- Barriers reviewed
- Further support considered
- Second **6-week attendance target set** – 96%+ attendance expected for the next 6 weeks.
- Where appropriate, Early Support and external agency involvement considered

Target achieved

- Letter sent acknowledging efforts to improve attendance
- If overall attendance remains below 90%, monitor at Stage 1 for another half term period

Target not achieved:

Stage 4: Formal Attendance Intervention

- Refer to Warwickshire Attendance Service
- Consider Attendance Contract
- Consider legal intervention in line with local and national guidance

Every individual case will be considered on its own circumstances.