

Our Attendance Day

Attendance Champion – Amy Clarke Headteacher

1 • Warmly welcome the children when they arrive

2 • Vulnerable list to be sent out by Office Administrator after registers close

3. • Telephone call home by trusted adult

4. • Micro script: 'What do you need from us?' 'How can we best help you?'

5. • See 'Options of Support' below and select most appropriate

6 • Telephone again at lunch time for the afternoon session if appropriate

7. • Seek further advice and support if challenge has not been resolved

8. • Remember to celebrate success

OPTIONS OF SUPPORT

- Funded wellbeing breakfast club
- Funded breakfast club place
- Funded transport
- Time with trusted adult
- Mental Health First Aider's anxiety toolbox
- Story in SLT Office
- SLT Collect Child
- Time with Mental Health First Aider
- Time in Forest School Area
- Soft Start

ADVICE AND SUPPORT

- Termly letters home below 90%
- EBSA Toolkit
- Meetings to build relationships
- Termly MyConcern updates on attendance
- Early Help via SOR
- Attendance plan in place for 50% below
- Contact SPOC Claire Sharman
claire.sharman@eastsussex.gov.uk
01273 481967
- Attendance helpline 01273 481 967
- Keep robust chronology of actions

School Attendance Processes

SCHOOLS: monitoring and tracking of attendance at whole school level.

Named SPOC will hold attendance Targeting Support Meeting to discuss trends, systems, data and emerging school needs, including pupil cohorts and individual pupils and link to EEF blue one)

Actions identified - school/AST SPOC/ signposting for support.

AST
Action

Tier 1: 100% - 93%

Schools monitor, track and implement early intervention strategies including recognising improved attendance.

The DfE have a set of steps to support.

School
Action

AST SPOC will be available to attend and support with advice and guidance CIN/CP/YJS/CLA multi-agency meetings where attendance is a cause for concern.

Attendance Targeting Support Meetings will be scheduled as appropriate.

SPOC available for advice/guidance/ training support to staff. Daily Attendance Helpline is available.

AST Targeted cohort support/Advice and Guidance

Tier 2: 92% - 80%

Where complex or additional SEND needs are identified, school to embed support. School identifies cohorts for in-school group support/mentoring support/parent-school meetings. Additional support if required can be sought through the school's attendance SPOC.

School completes an Assess Plan Do Review form and pupil voice for pupils or an attendance support plan with 92% and below attendance.

School to hold reviews, a minimum of every three weeks, to implement supportive interventions.

Where there is no improvement and attendance remains a concern, school to consider next steps, including the use of the penalty notice pathway, if appropriate and referrals to additional services, if necessary.

Tier 3: 79% - 51%

School and AST SPOC identify targeted groups and emerging needs.

Time-limited targeted group work can be discussed with attendance SPOC and undertaken by an AST practitioner.

School to continue to hold reviews, implement supportive interventions and evidence strategies in existing plans.

Where all supportive measures have been exhausted, a formal attendance contract may be considered at this stage. Where there is no improvement and attendance remains a concern, school to consider next steps in discussion with the attendance SPOC, including a LA multi-agency response, the use of the penalty notice pathway, and if necessary, referrals to additional services, which may include statutory interventions.

School to consult attendance SPOC when legal interventions are being considered as the next step. A legal interventions referral form (LIP) will be provided to the school by the attendance SPOC. The attendance SPOC will be available to review the LIP referral form prior to submission to the LA.

Tier 4: 50% <

Early Help Keywork: 12 - 20-week Intervention

All referral criteria must be met prior to a referral being made via SPDA Portal using the SOR form.

If a referral is declined, information, advice and guidance will be provided to the referring school and parents from Level 2 Early Help. For cases accepted, an Early Help Plan will be developed with family and school. Support will be reviewed at end of a 10-week period. The aim of the intensive support is to gain sustained change and improvement.

At the closing meeting with the Level 2 keyworker, school to re-open the attendance support plan and continue to monitor and support improvements to attendance.

Schools will retain responsibility to consider statutory interventions where appropriate and continue to seek advice and guidance from the attendance SPOC.