



Kindness



Respect



Perseverance

'Living life in all its fullness' John 10:10

Our Attendance Day

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 Ed Owen or Sarah Wise
sarah.wise@eastsussex.gov.uk
- ed.owen@eastsussex.gov.uk
- Attendance helpline 01273 481 967
- Keep robust chronology of actions



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Attendance Support Team (AST) process and workflow

