

Support First at Clifton

EXPECT	The school has two Senior Attendance Champions (co Headteachers Sarah Allen and Nikki Hemming) who co-ordinate a whole school approach to attendance which focuses on the prevention of poor attendance through establishing good attendance patterns and systems. This is set out at the start of each year through letters and the school website. This is reinforced throughout the year with parents, staff and pupils. The school also builds strong relationships with families and promotes a culture and ethos of good attendance for children and staff.	
MONITOR	We take a whole school approach to attendance and there are clear roles and responsibilities for monitoring pupils within attendance bands across the school to ensure we identify children with deteriorating attendance before they become persistent absentees.	
	93-95.99	Class teacher: <ul style="list-style-type: none"> • weekly report provided. • letter provided by admin for class teacher to give to parent with supportive script. • vulnerable children identified. • monitoring: if a child is absent for a week or more inform SLT regardless of overall percentage.
	90-92.99	SLT: <ul style="list-style-type: none"> • discussion at weekly SLT meeting and plan of action decided on. • SLT phone call to parents. • vulnerable children identified.
	Below 89.99	Family Hub: <ul style="list-style-type: none"> • discussion at weekly SLT meeting and plan of action decided on. • Family hub phone call. • Family hub meeting and attendance contract. • Offer of Early Help and intervention/ other support.
	If any child has falling attendance under 93% their absence is scrutinised for patterns of concerns at a joint weekly SLT and Family Hub meeting and a plan of action is established.	
LISTEN AND UNDERSTAND	If a family needs support with attendance, a key person who is best placed to work with them is identified. The key person is kept consistent to build a positive relationship and to listen and understand barriers to attendance the family may be experiencing.	
FACILITATE SUPPORT	<p>The school will offer the following support:</p> <ul style="list-style-type: none"> • Complete 'Three Houses' to capture the voice of the child • Invite parents in for an informal meeting, complete section 7 of early help form and offer an Early Help Assessment. If the parents do not attend the meeting, we will undertake a home visit. • Involve other practitioners/ agencies already involved with the family (e.g., social worker). • If a child has an EHCP, ensure the plan has been reviewed and that suitable provision is in place to meet the needs of the child. • Advise parents they can apply for travel assistance if the school is more than 2 miles away for children up to 8 years old or 3 miles for children over 8. <p>If a child has had 3 or more instances of illness absence in a half term, or 5 in a term, the 'Frequent Illness Protocol' is followed. The school will:</p> <ul style="list-style-type: none"> • Meet informally with the parents and offer an Early Help Assessment. If the parents do not attend the meeting, we will undertake a home visit. • Ask parents to take their child to see the GP to rule out any underlying health conditions. • Agree informal action plan and monitor for 6 weeks. • If the parents choose not to engage, the 'medical absence letter' will be sent outlining the requirement to provide medical proof. • If no improvement following 6 week monitoring period after the action plan and attendance is below 85%, seek consent for nurse referral. 	

	<ul style="list-style-type: none"> If consent is not given or no known medical reason for absence is identified by the nurse, send the medical absence letter and move to formalise support. 	
FORMALISE SUPPORT	If there is one further session of unauthorised absence, parents are invited to a formal attendance meeting in writing (FAM) and an attendance contract is drawn up.	
	<p style="text-align: center;">Outcome A</p> <p>If parents do not attend or respond, rearrange the FAM by sending a rearranged FAM letter. If they still do not attend, send the family a DNA FAM letter.</p>	<p style="text-align: center;">Outcome B</p> <p>If parents attend, send the post FAM letter with a copy of the agreed attendance contract. Revisit the contract if required and extend the contract term as appropriate.</p>
ENFORCE	If there are 10 further sessions of unauthorised absence from at least one day after the date the attendance contract was signed and within a maximum 10 school week period, revisit the contract if required and extend the contract term as appropriate. Refer to ELIT via online form and await outcome.	
	<p style="text-align: center;">Outcome A</p> <p>ELIT ask school to send 'Notice to Improve' to parents. After a 6 week monitoring period ELIT to be given attendance update. Case may then be closed or penalty notice issued.</p>	<p style="text-align: center;">Outcome B</p> <p>ELIT to issue penalty notice/begin legal proceedings.</p>