

ST BASIL'S CATHOLIC PRIMARY SCHOOL

Attendance Escalation Procedures 2023-24

Attendance

Stage	Action
1	Office staff and DSL review list of absent pupils and identify parents/carers to receive 'return to school' texts following their child's absence at 7:30am the next school day
2	Registers are completed on SIMS by class teachers by 8.50 am. Pupils attending school late enter via the school entrance. Attendance and reason for lateness is recorded on INVENTORY. Entry after 9:30am is recorded as U code.
3	If absence has not been reported by parents/carers by 9:05am then a first day absence call is made by the school office to establish reason for absence. If no contact is made via telephone then a further text message is sent asking parent to contact school.
4	Office staff prepare list of absent pupils for the DSL to identify: <ul style="list-style-type: none">• Pupils who have social worker• Pupils with PA• Pupils with no reason for absence• Pupils who have been absent for 3 days
5a	Lead DSL to identify pupils for home/welfare visits reviewing reasons for absence. DSL's will undertake home/welfare check and where unable to speak to parents/carers and endeavour to see pupils. If this is not possible they will leave a letter to contact school. Visits are recorded on CPOMS. DSL to inform social worker if welfare visit made, reason for pupil's absence and outcome. DSL to contact EWO/iCART if there are further safeguarding concerns.
5b	After 3 days having not seen an absent pupil, without PA or identified concerns, then DSL's undertake a home/welfare visit and leave a parent/carer letter to contact the school if they have been unable to make contact.
6	School will continue to contact parent/carers and use emergency contacts. EWO made aware and if capacity will contact parents/carers/home visit in addition to school.
7	Day 10 when all possible contact has been exhausted then the child is reported to the LA as 'Missing in Education' (CME1) and if certain circumstances i.e. safeguarding concerns a Police Welfare check

*EWO Service to undertake register reviews on at least a weekly basis under the cover SLA. This will change in April/September TBC.

Absence Escalation

1	<p>FLWO/School Office to send parents/carers traffic letters of pupil attendance. Red =<91% Amber =<92%-95% Green =>96%</p> <p>Copies of registration certification report provided by class teacher to parent/carers at termly consultation meetings (Autumn/Spring) and with school report (Summer).</p>
2	<p>Weekly review of attendance codes and pupils overall/individual attendance EWO contactable if support required with urgent requests EWO to discuss with HT/FST School Action or whether to proceed with EWO Escalation or School Action or other agencies</p>
3	<p>School action Below 95% School Attendance Meetings – FLWO to contact parents/carers to and hold a SAM discuss barriers to attendance; Following SAM FST to ensure that all relevant agencies and school based actions are completed to remove barriers to attendance. Continue to require medical evidence for future absences; Set 4 week targets Assess impact of actions/interventions identified. Failure to attend School Attendance Meetings may result in referral to the EWO.</p>
3b	<p>School action EWO contact regarding pupils with long term medical condition/absence 10 days. If appropriate FLWO to complete home tuition referral</p>
4	<p>EWO action for pupils with more than 10% unauthorised absence Home visits / School Attendance meetings in school arranged dependent upon individual circumstances EWO to discuss and issue with parent/carers Parenting Contract initial duration of initially 3 months with reviews up to 12 months. If attendance does not improving then this may require the cancellation of the Parenting Contract and escalation to stage X APM/penalty warning notice.</p>
4	<p>EWO action TBC if applicable</p>

Attendance Escalation for Pupils Not of Compulsory School Age (Under 5's)

1	<p>FLWO/School Office to send parents/carers traffic letters of pupil attendance.</p> <p>Red =<91%</p> <p>Amber =<92%-95%</p> <p>Green =>96%</p> <p>Copies of registration certification report provided by class teacher to parent/carers at termly consultation meetings (Autumn/Spring) and with school report (Summer).</p>
2	<p>Weekly review of attendance codes and pupils overall/individual attendance</p> <p>HT/FST discuss whether to proceed with School Action or other agencies</p>
3	<p>School action Below 95%</p> <p>School Attendance Meeting – FLWO to contact parents/carers to and hold a SAM discuss barriers to attendance;</p> <p>Following SAM FST to ensure that all relevant agencies and school based actions are completed to remove barriers to attendance.</p> <p>Set 4 week targets</p> <p>Assess impact of actions/interventions identified.</p>
4	<p>EWO referral for pupils with more than 10% unauthorised absence when of compulsory school age.</p>

Lateness Escalation

1	<p>FLWO/School Office to send weekly letters parents/carers of pupils with occurrences of lateness.</p>
2	<p>FLWO to identify pupils with persistent lateness and reasons for lateness for FST.</p>
3a	<p>School action</p> <p>Pupils with persistent lateness who are identified as having either persistent absence or social/early help worker to r multi agency approaches.</p>
3b	<p>School action</p> <p>If the pupil is not already identified through the above, the FLWO will arrange School Attendance Meeting to discuss reason for lateness, barriers to punctuality and support.</p>

Leave of Absence

1	All Leave of Absence will be referred to EWO to determine whether a Penalty Notice is required
2	All Leave of Absence requests are unauthorised unless exception circumstances
3	Penalty Notices will be issued for any unauthorised Leave of Absence of 5 days or more
4	Failure to pay resulting legal proceeding