



Attendance Policy 2022 - 2023

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Article 28 Every child has the right to an education - UNICEF Rights of the Child

St Ambrose R.C. Primary School creates an environment where its children enjoy coming to school because they enjoy learning and feel like valued members of the school community who are safe, secure and at ease.

Attendance levels at our school are good overall, due to the commitment of supportive parents/carers, the stimulating curriculum and the caring ethos of the school. We also work hard to maintain good levels of punctuality because we all recognise the disruption lateness causes both for the pupil who is late and for his/her classmates.

To maintain the high levels of attendance, we would like to highlight the following points:

- You will be giving your child the best possible chance to reach his/her potential if they attend school regularly and on time.
- Taking your child out of school for a holiday should be avoided. Parents/carers do not have an automatic right to do this. The Headteacher is not permitted to grant any leave of absence during term unless there are exceptional circumstances. Holiday leave would not be considered an exceptional circumstance.
- If exceptional circumstances arise, a request must be sought in writing, before the absence.
- In those cases where permission is not granted your child will be considered absent without authorisation. This will result in action being taken against a parent/carer. Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council will issue each parent/carer with a Penalty Notice for each of their children who do not attend school regularly. Failure to pay a Penalty Notice may result in direct court case. If a child's attendance does not improve, or a child is taken out of school again for a holiday following a penalty notice, then the authorised officer of the City Council will action a direct court case.
- The school monitors attendance carefully and uses the data in a number of ways, including picking up any problems a child might be experiencing at school or at home. Teachers will talk to children and parents/carers if they suspect a problem to try to resolve the issue and improve attendance.
- Parents/carers are encouraged to alert class teachers if their child appears reluctant to attend school.
- It is a parent's responsibility to ensure their child is in school everyday and to report to school each day if they are unfit to attend school. If a child is not in school and we do not hear from a parent and there is no response when school contacts the parent by phone or by home visit then relevant services will be contacted. It is schools responsibility to safeguard every child.

1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 St Ambrose RC Primary School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

1.3 St Ambrose RC Primary School values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance

1.4 St Ambrose RC Primary School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5 This policy aims to:

- Promote good attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Promote early identification to address patterns of absence
- Promote and support punctuality in attending lessons.

2. Legal Framework

2.1 This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2.2 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility

for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.

2.5 A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.6 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

2.7 The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.8 The register must record whether the pupil was:

- present
- absent
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

3. Safeguarding

3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

3.3. Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

3.4 More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.

3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

4. Categorising Absence

4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

4.2 Absence can only be authorised by the headteacher/principal/principal/principal and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

4.4 Absence will be categorised as follows:

4.4.1 Illness

In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where their child is absent for more than 3 days or where there are repeated absences due to reported illness. This will usually be in the form of a prescription, a medical certificate from the child's G.P. This includes if a pupil is absent due to circumstances related to COVID-19.

4.4.2 Medical/Dental Appointments

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card/letter to school.

4.4.3 Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

4.4.4 Excluded (No alternative provision made)

Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

4.4.5 Religious Observance

St Ambrose RC Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by advance written request by the parent of authorised absence. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as

reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than **three** days in total in any academic year. Any further absence will be categorised as unauthorised.

4.4.6 Traveller Absence

It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

St Ambrose RC Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at St Ambrose RC Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

St Ambrose RC Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

St Ambrose RC Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer-based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

4.4.7 Late Arrival Registration begins at 8:45 am pupils arriving after this time will be marked as present but arriving late. The register will close at 9 am pupils arriving after the close of

register will be recorded as late, (code U) this is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, pupils must immediately report to the school office and sign their child in using the electronic signing in system to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

4.4.8 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

Examples of **UNSATISFACTORY EXPLANATIONS INCLUDE:**

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for Teacher Training Days (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

4.5.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

4.5.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

5. **Deletions from the Register**

5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed

- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

5.2.1 St Ambrose RC Primary School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

6. Roles and Responsibilities

6.1 This school believes that **excellent** school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that attendance-related legislation is complied with.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

6.2 The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve

- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Children, Schools and Families as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

6.3 All staff will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2013 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families including the school nurse and Early Help team.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

6.4 The Attendance Administrator will:

Under the supervision of the School Business Manager will

- Monitoring and analyse attendance data (see section 7)
- Benchmark attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and report concerns about attendance to the leadership team.

- Work with education welfare officers to tackle persistent absence
- Advise the headteacher when to issue fixed-penalty notices

6.5 Class teachers will:

- Record attendance on a daily basis, using the school MIS system.
- Call parents on the third day of absence if no contact has been made, after which a home visit may take place.

6.5 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school MIS system

6.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am on the day of the absence and on each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

6.7 Pupils

Pupils are expected to:

Attend school every day on time

7. Using Attendance Data

7.1 The school will

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level
- Identify whether there are groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe persistent absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

8. Support Systems

8.1 School recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

8.2 St Ambrose RC Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

8.3 The school will implement a range of strategies to support improved attendance for all pupils. Strategies used will include:

- Discussion with parents and pupils
- Referrals to support agencies
- Pupil Voice Activities
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Reward systems
- Additional learning support
- Behaviour support

8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, St Ambrose RC Primary School will consider the use of legal sanctions.

9. Legal Interventions

9.1 Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

9.1.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

9.1.2 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of up to three months.

9.1.3 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

9.2 Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

9.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

9.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

9.2.3 Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

9.3 Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school*
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher.*

9.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

9.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

9.3.3 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

Appendix 1 – Attendance Distributed Leadership Model

GREEN

Pupils with attendance between 100% to 97%

Pupils will be rewarded within the school's merit system.

The class teacher will be responsible for all action at this level and will record all intervention and outcomes.

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

AMBER - GREEN

Pupils with attendance between 96% and 94%

Class teacher will speak to the pupil and parent / carer to:

- Welcome the pupil back to school
- Confirm with the pupil the reason for absence and offer any support that may be required
- Update the pupil on work they have missed and support any catch up required

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities

Where improvement has not occurred following this intervention, parents / carers will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

The class teacher will be responsible for all action at this level and will record all intervention and outcomes.

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

RED - AMBER

Pupils with attendance between 91% and 93%

The Head or Deputy Headteacher with the class teacher will speak to the pupil to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance e.g. If you attended all your classes you could achieve...
- Make arrangements for the pupil to catch up on work they have missed
- Work closely with the parents / carers to improve attendance

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the parents, a letter will be sent to parents advising of concern and outlining the parents' responsibilities

If improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Complete an Early Help assessment gauging the level of need leading to multi agency support
- Refer to the Local Authority to initiate legal proceedings

Where a parent fails to attend the meeting without providing a satisfactory reason, a minimum of two home visits with the purpose to engage with the parent will be carried out prior to the referral to the Local Authority.

The Head or Deputy Headteacher with the class teacher will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team.

A member of the Senior Leadership Team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

RED

Pupils with attendance below 90%

Pupils who have attendance below 90% are considered to be **persistently absent** from school.

To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- Long term non attendance
- Parental support/needs e.g. parental drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti-Social Behaviour Order
- English as an Additional Language
- Ethnic minority
- Mid-Year Admissions
- Gifted and Talented
- Other
-

An identified member of staff will:

- Ensure that the pupil has already spoken to a member of staff at the stages proceeding.
- Obtain records of previous contact and interventions escalate accordingly.
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues.
- Ensure that weekly contact occurs with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

Each identified member of staff will be responsible for all actions at this level and will record all intervention and outcomes. Records will be copied to a member of the Senior Leadership Team and Headteacher.

Attendance will be an item on the agenda of the Senior Leadership Team meetings where the progress of these children will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The Headteacher will report the attendance data to the *Governors* each term

