

Woodside Primary Academy

Whole School Attendance Pathway

Attendance Lead will write to all parents at the beginning of each term, reminding them of attendance expectations.
Be Proactive Letter-habit 1

Attendance Leads (AO):
Monitor:
Whole school attendance patterns on a weekly basis to identify those at risk

Class Teacher to highlight any patterns of absence and raise with YGL.
YGL to discuss with AHT, including Fri patterns.

AHT to inform AO & discuss with HOS.
(see attendance R & R overview for detail).

Headship will meet or call previous PA parents at the beginning of the school year; to promote good start to the school year

Attendance Procedures:
<96% absence

AO to send: Cautionary letter to parents (Begin with the end in mind-habit 2) (template 1 letter)
Monitor for 2 weeks (Arrange Meeting with AO)

Attendance Procedures:
<90% absence

AO: Monitor: All pupils' attendance patterns on a weekly basis to identify those at risk
Attendance certificate to AHT: RW (Rec) , RW (Y1), CD(Y2), EB (Y3), LW (Y4), CD (Y5) and RM (Y6) : Hold Attendance synergy meeting with parents
AHT: to provide dates for meetings to AO who will contact parents.
AO: Send meeting letter (**seek first to understand then to be understood-habit 5**) to parents+ call to confirm

IMPROVEMENT
Present every day for 2 weeks since:
Send **POSTCARD** (**sharpen the saw – habit 7**)

AO: monitor attendance weekly (Trackers)

AO: to monitor for 4 weeks

NO IMPROVEMENT
If 1+ unauthorised absence within 2 week period:
• AO will send School NPR

If continues to improve - no further contact, monitor until pupil enters next % phase, continue regular monitoring

If 1+ unauthorised absence

1 week monitor: NO IMPROVEMENT
AO - MONITOR
Attendance plan/EWO informed to send Borough NPR
% due to ongoing sickness- referral to school nurse or SEMH
OFFICE TO SEND DOCUMENTS TO BOROUGH

IMPROVEMENT
After 4 weeks – review meeting, to ensure they remain on track

BACME
Fair Access Panel
Fixed Penalty
Notice/ Education
Supervision order

SAP:
Monitor next 2 weeks
AO to monitor

DETERIORATION
▪ Home visit
▪ Referral made by AO
▪ All information to be collated together
▪ Arrange School SAP meeting with HOS

NB. No contact with ANY child who is absent 2 days (no contact) inform Inclusion team and home visit to take place. 5 days no contact without authorisation (even if absence was expected) – AO to contact **BACME** immediately. **Home visit** – no adult present Police **MUST** be called and inform school DSL.

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Attendance Pathway For *Focus Pupils and **Pupils with Unauthorised Absence

Absence Procedures

(*Pupils identified from the under 90 tracker or **pupils causing concern due to unauthorised absence).

AO: monitor attendance weekly (pupil trackers). Trackers sent to all leaders weekly.
Leaders – use focus family programme strategies to build relationships and quickly address barriers

NO IMPROVEMENT

If 1+ unauthorised absence within 2 week period:

- AO - Talk to Class Teacher
- Meeting with school leader & send letter of invite
- Minute meeting
- Find out circumstance

IMPROVEMENT

Present every day for 2 weeks since: AO: Send **POSTCARD** (sharpen the saw – habit 7)

AO: to monitor for 2 weeks
Or Next absence

2 week monitor: **NO IMPROVEMENT**

HOS Informed

AO - Attendance plan/EWO informed to send/School NPR (No improvement then Borough NPR)
% due to ongoing sickness- referral to school nurse
OFFICE TO SEND DOCUMENTS TO BOROUGH

IMPROVEMENT

Present every day for 2 weeks since: Send
POSTCARD (sharpen the saw – habit 7)

Pre-SAP:

- Monitor next 1 week for focus pupils and unauthorised absent pupils or next absence
- Monitor next 2 weeks for those who have informed of an absence and arrange school SAP with HOS

SAP:

- Monitor next 1 week for focus pupils and unauthorised absent pupils or next absence
- Monitor next 2 weeks for those who have informed of an absence
- Liase with borough