

Improving Attendance Procedure: Nursery – Year 6

STEP ONE

Children whose attendance drops to 97%:

- The Attendance Officer provides Phase Leaders with an update every two weeks of identified children and Phase Leaders inform teachers.
- The Class Teacher chats to the child to identify any barriers to good attendance.
- The Class Teacher has an informal chat with the parents when collecting their child. They inform them that attendance needs to be 96% or higher and that there is a concern in case it drops further. The teacher identifies any possible difficulties that school can support with and refers these to the Phase Leader. N.B It could be that a child has only had 2 days off (and this could be at the start of the year) but it is important to let parents know that more time off could mean that the school has to start closely monitoring their attendance. If a child has 15 or more days off within a year, this becomes persistent absence.
- If we are informed that a child is absent due to COVID reasons but we have information that would suggest otherwise, we are to request visual evidence of a test result and Attendance Officer will contact ELIT for advice.



Teacher informs Phase Leader of difficulties / barriers to child's attendance:

- The Phase Leader will make a phone call to parents to provide support and advice. (The Phase Leader can direct the Learning Mentor to do this if necessary.)
- The person who made the phone call makes a record of conversation using the Informal Communication Log and sends this to the Attendance Officer.



STEP TWO

Children whose attendance drops to 94%:

- **The Attendance Officer provides Phase Leaders with an update every two weeks of identified children (all pupils below 94% will be listed even if previously actioned but comments will be added to these and it will be clear that Phase Leaders/Teachers do not need to act on these as they have already done so).**
- **Phase Leaders make a decision as to whether or not a letter is needed for these children based on their knowledge of the child and liaising with the class teacher. Phase Leaders to inform the Attendance Officer.**
- **The Attendance Officer sends a letter to parents (either a medical, punctuality or Head teacher concern letter depending on the reasons for absences so far).**
- **Phase Leaders inform teachers of the identified children so that Three Houses are completed by the end of that week and returned to the Attendance Officer. However, if a safeguarding concern is raised during this process, the Lead DSL is informed immediately. Teachers / Teaching Assistants are to complete the Three Houses after a discussion with the child.**
- **Phase Leaders arrange formal meetings with parents of all children. Where there are siblings, Phase Leaders can take a ‘family’ approach. Phase Leaders arrange for the SENDCo to attend the meeting if the pupil has an EHCP or is AS2. A member of the Family Hub team is asked to attend if the child is on the vulnerable list. The Lead DSL invites the social worker if there is one involved. If the social worker is unable to attend, the meeting can still go ahead but this must be recorded on the Formal Communication Log.**
- **Phase Leaders discuss concerns identified from the child’s Three Houses as well as complete Three Houses with the parents (unless a social worker is involved). Early Help is always offered and if accepted, the Lead DSL is to be informed. Phase Leaders make a record of the meeting using the Formal Communication Log (including information from the parents’ Three Houses) and give this to the Attendance Officer.**
- **Phase Leaders arrange a second review meeting if the child has had previous attendance issues or a concern arises from the first meeting.**
- **The Attendance Officer logs the completion and date of Three Houses and Formal Communication Logs.**
- **The Attendance Officer provides a copy of the Three Houses and the Formal Communication Logs to the Lead DSL.**
- **The Lead DSL deals with any safeguarding concerns arising from the meeting or Three Houses.**



STEP THREE (N.B. Reception children aged 5 and Years 1 - 6 only.)

Children whose attendance drops below 92% and there has been 1 unauthorised absence since Three Houses was completed:

- **The Attendance Officer sends out a request to Phase Leaders to oversee the completion of the Three Houses N.B. This is only for children who have not done this before or recently. Teachers / Teaching Assistants are to complete the Three Houses after a discussion with the child. However, this will be done each half term if attendance becomes worse or remains the same. If attendance shows improvement, this will not be required. (Follow instructions as in Step 2.)**
- **The Attendance Officer contacts the Lead Attendance Officer at BCC for advice if the issue is mainly U codes.**
- **The Attendance Officer arranges a SARMS meeting and sends out the invite letter and legal information to parents (1 weeks' notice needs to be provided to parents.) Phase Leaders hold the SARMS meetings with parents. They may ask an appropriate member of staff to join them.**
- **Phase Leaders will arrange for the SENDCo to attend the meeting if the pupil has an EHCP or is AS2. A member of the Family Hub team is asked to attend if the child is on the vulnerable list. The Lead DSL invites the social worker if there is one involved. If the social worker is unable to attend, the meeting can still go ahead but this must be recorded on the SARMS Form.**
- **During the meeting, the SARMS Form is completed in full. The original is given to the Attendance Officer and a copy is given to the parents.**
- **If the parents cannot attend the scheduled SARMS meeting it can be rearranged twice *but only if school is notified in advance of the meeting that they are unable to attend*. If they do not attend an agreed meeting and school has not been notified then a note of this is made on the SARMS Form and this is given to the Attendance Officer.**



STEP FOUR

If 2 more unauthorised absences have been recorded:

- The Attendance Officer informs the Lead DSL and the Phase Leader.
- The Attendance Officer sends an initial notification to ELIT.
- If parents are engaging with school but it is the child who is reluctant to attend then the Phase Leader will arrange a home visit to use the 'You've Been Missed' resources to encourage the child to attend.
- For children who have illness absences of more than 15 days and there is medical evidence for this from a consultant or Forward Thinking Birmingham, we will ensure they are referred to James Brindley and support learning at home.



STEP FIVE

Attendance continues to drop and 10 unauthorised absences have been recorded:

- The Attendance Officer informs the Lead DSL and the Phase Leader.
- The Attendance Officer sends the attendance record, formal warning letter, and information leaflet to parents.



STEP SIX

Attendance continues to drop and a further 10 unauthorised absences have been recorded within 10 school weeks of the formal warning letter sent to parents:

- The Attendance Officer informs the Lead DSL and the Phase Leader.
- The Lead DSL completes Safeguarding Information Forms. (If the child has an EHCP or is AS2, the SENDCo completes these.)
- The Attendance Officer provides formal notification to ELIT once the Safeguarding Information Forms are completed and returned.