

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.

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)

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:
<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

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 **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
- AO to monitor

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