## **Woodside Primary Academy**

# **Whole School Attendance Pathway**

### Attendance Leads (AO): Monitor:

Whole school attendance patterns on a weekly basis to identify those at risk

Attendance Precedures: <96% absence

AO to send:
Cautionary letter to
parents
Monitor for 2 weeks
(Arrange Meeting with
AO)

Attendance Precedures: <90% absence

### **IMPROVEMENT**

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

AO: to monitor for 4 weeks

If <u>1+</u> <u>unauthorised</u> <u>absence</u>

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

#### **NO IMPROVEMENT**

If 1+ unauthorised absence within 2 week period:

- Meeting with HOS
- AO will send School NPR

1 week monitor: NO IMPROVEMENT

AO - MONITOR
Attendance plan/EWO informed to send
NPR

% due to ongoing sickness- referral to school nurse or SMEH

### **DETERIORATION**

- Home visit
- Referral made by AO
- All information to be collated together

SAP:

Monitor next 2 weeks AO to monitor

Below 70% and pupils causing concern – Refer to the safeguarding team

BACME
Fair Acess Panel
Fixed Penalty
Notice/ Education
Supervision order

EWO/AO/HOS)

Key: EWO Educational Welfare Officer
NPR Notice of Parental Responsibility
SAP School Attendance Panel
HOS Head of school
AO Attendance Officer