

ATTENDANCE

A Staged Approach: Ensuring Excellent Attendance For All

Step 1: Everyone

EP Collier is a school where every child belongs. We create a welcoming environment; allowing all children to gain a sense of belonging and achieve well academically, through excellent school attendance.

Step 2: Below 96% attendance

This could indicate a concerning level of child absence. Stage One letter sent to parents. Early intervention considered, as a preventative measure: possible Early Help support offered.

Step 3: Below 90% attendance

Stage Two letter sent to parents and meeting scheduled with Attendance Champion. Within the meeting, explore barriers and implement a programme to remove them. Early Help support to be reviewed or offered.

Step 4: Review

If the child's attendance has improved we will continue with monitoring and support.

If there has been no improvement, or attendance has decreased further then a Stage Three letter is issued and we seek external advice from Education Welfare Officer.

Step 5: External Support

All avenues have been exhausted and support is not working or being engaged with. The school will now complete a background report and submit a formal referral to Education Welfare Office for further intervention, in-line with Working Together to Improve School Attendance.

Use this document in conjunction with EP Collier's Attendance Policy.