

ONE MINUTE GUIDE

WeST School Attendance Escalation Process



WESTCOUNTRY
SCHOOLS TRUST

Why are we doing this?

The Education Act 1996 places a duty on all parents to ensure that their child of compulsory school age receives a full time Education.

Why is this important?

To bring **consistency** to our work across the Trust.

Excellent attendance is important in ensuring that **pupils are safe** and able to access the opportunities at school that lead to success.

Following an **escalation process**, allows us to closely monitor attendance, **recognising any barriers** at an early stage and accessing the **right support** for each individual child.

Attendance Escalation Process:

- 10 sessions of absence:
Tutor/Class Teacher call home -
Monitor for 2 weeks.
- 15 sessions of absence:
Attendance concern letter stage 1 -
Monitor for 2 weeks.
- 20 sessions of absence:
Attendance letter stage 2 -
Monitor for 2 weeks.
- Further absence following stage 2:
Attendance support meeting stage 3
letter.

- Contact the parent via email or text on the day before the meeting to remind them of the time. Document this reminder within the pupil's chronology.
- Hold the Supportive Attendance Meeting.
- Review attendance on a 4-week support plan.
- If the parent fails to attend the meeting send a failure to attend letter, with an acknowledgement slip to be signed by parent.
- If following the support plan there is no improvement or engagement, and absences increase (with a minimum of 8 unauthorised absences), send a **Final Letter Stage 4** (Referral to EWO)

IMPORTANT:

- Ensure that a copy of the child's registration certificate and an **Early Help leaflet** is attached to **all** letters sent to parents.

Supporting documents:

- Scripts for first day calling
- One Minute Guide: Supportive Attendance Meeting
- One Minute Guide: The WeST Education Welfare Process
- Supportive Attendance Meeting templates (primary and secondary versions)
- Late letter

