

Attendance Support Escalation Plan

Stage One: Universal Support

Stage Two: Initial Targeted Support

Stage Three: Enhanced Targeted Support

Stage Four: Intensive Support for Persistent Absentees

**This support plan pays due regard to the statutory DfE guidance 2024:
‘Working together to improve school attendance’
and uses the terminology referenced in this.**

Stage One: Universal Support

Thresholds/Triggers:	Strategies to be used: (Please note that these strategies will continue to be in place for all pupils, irrespective of where they are on the escalation plan.)	Monitoring procedures:
96% - 100% attendance	Communicating expectations: • Regular reminders of the importance of good attendance, through latest news, website, attendance superstars • Weekly class attendance awards • Half-termly 'Attendance Superstars' celebrated on website Direct contact with parents/carers: • First day of absence phone calls by SIMS secretary • Half termly attendance letters sent out to all parents giving attendance percentages • Requests for term-time holidays to be declined unless there are exceptional circumstances	• Attendance tracked through SIMS (School Information Management System) • Attendance team to monitor individual, group and whole-school attendance to identify any concerns. • Class teachers to be on alert for any absence patterns



Stage Two: Initial Targeted Support

Thresholds/Triggers:	Actions to be taken:	Monitoring procedures:
Initiate support at this level if either of the following criteria are met: • 93% - 96% attendance • 4 days absence (8 sessions)	Communicating expectations: • Pupils will continue to receive the universal support offered to all pupils at Stage One. Direct contact with parents/carers: • An appropriate member of staff will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance. • A member of staff will contact parents/carers to discuss attendance and parents/carers invited to discuss any concerns if they wish to do so. An awareness letter may be sent. • Pastoral referral to be made. Support: • Seek support from external agencies e.g. Early Help as required that can address the individual needs of the pupil/family.	• Attendance tracked through SIMS • SLT (Senior Leadership Team) to do weekly checks on allocated pupils • Class teachers to monitor pupil more closely



Stage Three: Enhanced Targeted Support

Thresholds/Triggers:	Actions to be taken:	Monitoring procedures:
Initiate support at this level if either of the following criteria are met: 90% - 93% attendance 8 days (16 sessions)	Communicating expectations: - Pupils will continue to receive the universal support offered to all pupils at Stage One. Direct contact with parents/carers: - A member of staff will contact parents/carers to discuss attendance and to invite parent/carers to a meeting in school. A follow up invite to attendance meeting letter may be issued. Support: - Support plan initiated - support will be offered in line with this plan - Consider whether any additional partners could be engaged - make referrals as needed.	- Attendance tracked through SIMS - SLT to do weekly checks on allocated pupils - Class teachers to monitor pupil more closely



Stage Four: Intensive Support for Persistent Absentees

Thresholds/Triggers:	Actions to be taken:	Monitoring procedures:
Initiate support at this level if: Attendance below 90%	Communicating expectations: - Pupils will continue to receive the universal support offered to all pupils at Stage One. Direct contact with parents/carers: - A member of staff will contact parents/carers to discuss attendance and to invite parent/carers to a meeting in school to invite them discuss attendance contract. - Third warning letter issued. Support: - Support plan reviewed - Parents/Carers invited to agree to an attendance contract/plan - During the attendance contract/plan review, those involved will identify whether any additional support could be offered by the school or partner agencies	- Attendance tracked through SIMS - SLT to do daily checks on allocated pupils - Class teachers to monitor pupil more closely