

## Attendance at St Werburgh's Primary School

**'Together Towards Excellence'**

**Our values are Kindness, Curiosity and Commitment.**

**We aspire to have high standards of attendance from all our families and want to build a culture of belonging, where all children are able, and want to be, at school on time and ready to learn every day.**

**1. Low-level attendance concerns - Early Intervention email:**

e.g. Child has missed 5 days of learning.



**2. Low-level attendance concerns continue - Early Intervention email:**

e.g. Child has missed a further 5 days of learning.



**3. No improvement.** Class teacher to contact parent/ carer (phone call or at collection) to discuss attendance concerns.



**4. Continued low-level attendance concerns.** Early Intervention via conversation (telephone) or letter to invite to an informal attendance contracting meeting with Attendance Lead and Class Teacher/ Phase Leader



**5a.** Attendance improves after contracting meeting (allow 2-3 weeks). Letter sent to family.



**5b.** No improvement. Letter sent to family to invite to a further attendance contracting meeting.



**6. Continued concerns – Non-attendance Meeting:** Phone call to parents/carers followed by written invitation to attend a formal meeting with Attendance Lead and Headteacher. If not already in place, medical evidence for illness absence requirement may be instigated. Follow-up letter sent to parents/carers.



**7. Continued attendance concerns – referral to the Local Authority:** Letter to parents/carers. Penalty notice referral to LA or case prepared for prosecution request.