Attendance Strategy Cycle at Collis 2023

'Every school day counts'

Start of Autumn term—class teachers updated on pupils with low attendance from the last academic year

Daily checking of unexplained absence

Collis attendance and admissions officer phone parents

Class teacher informed by Collis attendance and admissions officer if a child's attendance drops below 95%

Action: Send **Letter 1**

Class teacher have a check in with parents/carers to see if there is anything they can do to support the child

2 week period

Fixed penalty notices will be issued for children taking holiday absence of 5 consecutive days or more

If there is no improvement or deterioration Collis attendance and admissions officer informs Leadership team then phone call from Lead Assistant head, can any support be provided?

2 week period

Attendance report will be provided to all parents on Mid term report

School continues to monitor until the pupil reaches 95%

File monitoring form on pupil file

Yes

Attendance improves

No

2 week period

Phone call from LAH Head teacher sends **letter 2** highlighting attendance concerns. No authorised absences unless proof of medical evidence provided

EWO formally notified via referral when attendance falls below 90%

2 week period

Letter 3—asking parents to come in to school to complete contract attendance agreement. The school contract would be parent and head discussing barriers and putting in 2/3 targets that are agreed by both in the hope of improving attendance