



Graduated Response

<u>Attendance</u>	<u>Approach</u>
<u>Stage 1</u> Excellent Attendance	<ul style="list-style-type: none">• 100% weekly acknowledgements – House Points, class attendance certificates and stickers.• 100% attendance letters each half term• Recognition and Rewards
<u>Stage 2</u> Good attendance	<ul style="list-style-type: none">• Parents/Carers informed if pupils are at risk of falling below 95%• Half termly letter
<u>Stage 3</u> Monitoring	<ul style="list-style-type: none">• If a pupil's attendance falls below 96%, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard.
<u>Stage 4</u> Concern	<ul style="list-style-type: none">• If a pupil's attendance falls below 90%, a letter is sent to the family explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this. This will be reviewed on a half termly basis• The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child in the form of an action plan. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.• After the two-week monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continue until attendance stabilises to 96 %.
<u>Stage 5</u> Serious Concern	<ul style="list-style-type: none">• Parents/Carers will be invited to a meeting with the senior leader of attendance to discuss further targets for the Action Plan. Monitor over a 2 week period.• The wider safeguarding team will make home visits where appropriate• Discussion with Education Welfare officer
<u>Stage 6</u> Critical	<ul style="list-style-type: none">• Education Welfare officer involvement• DSR will be completed• The wider safeguarding team will make home visits where appropriate.