Ashford Hill
Primary School

Attendance Support Process

Everyone

Ashford Hill is a place where every child belongs.

We create welcoming environments to allow all children to gain a sense of belonging and ultimately achieve academically through regular school attendance.

Half termly attendance reports emailed to all families.

5 days (10 sessions) absent (Stage 1)

Concerning levels of child absence

Internal monitoring and communication with parents/carers.

Information **text message** sent.

If the 10 sessions are unauthorised (due to a term-time holiday) a fixed penalty notice will be issued.

10 days (20 sessions) absent (Stage 2)

Serious concerns regarding absence.

Class teacher will **contact** the parents/carers to offer support and explore barriers.

Phone call made.

14 days (28 sessions) absent (Stage 3)

The child is at risk of Persistent Absence.

Agree and implement a programme of support to remove barriers and improve attendance.

Attendance closely monitored.

Consider the support of external services.

Stage 3 letter sent.

Parents/carers **meet** with **SLT Attendance Lead.**

17 days (34 sessions) absent (Stage 4)

The child is at serious risk of Persistently Absence.

Attendance plan in place and monitored daily.

Continued internal and external programmes of support.

A multi-disciplinary approach to be considered and offered.

Notice to Improve sent.

Stage 4 letter sent.

Parents/carers **meet** with **Principal**

19 days (38 sessions) absent (Stage 5) (Legal process)

The child is now considered a Persistently Absent child.

All avenues have been exhausted and support is not working or not being engaged with.

All support, and offer of support, to be reviewed.

Continued support of the child and family.

The school will now enforce attendance through **statutory intervention** or **prosecution** to protect the pupil's right to an education.