

## STEP 1

### IDENTIFY, ASSESS AND MONITOR EACH ABSENCE EVENT

1

Track daily absences of all students. Follow the daily absence process for explained or unexplained absence. Parent/carer contact daily whether via text/phonecall/email/postcard or letter.

- Tutor connection chat; Tutor will discuss absences with student on return to identify any informal support.
- Step 1 connection letter sent as a reminder when 4 sessions absence occurs (eg. 2 full days)
- Tutor level connection rewards (for those with 100% attendance but also for improved attendance)
- Connection postcards sent home for positive reinforcement of attendance

## STEP 2

### ABSENCE SUPPORT 6+ SESSIONS OF ABSENCE

2

- Step 2 connection letter sent. Actions can include; Motivational interview, internal target set, HOY connection meeting or contact, attendance lead connection meeting or contact, Medical evidence discussion if applicable.
- Early help pathway to be considered
- Student connection plans considered
- Barriers to attendance will be discussed and support put in place to remove these
- Referrals to external agencies as needed
- Praise postcards used if attendance improves following intervention.

## STEP 3

### FORMALISED SUPPORT 10+ SESSIONS OF ABSENCE

3

- Step 3 connection letter sent.
  - Actions at this stage can include; Formal Attendance contracts, Attendance lead panel meetings, Case manager assigned by school to support overcoming barriers to attendance, internal target, casework support from Warwickshire Attendance service
  - Barriers to attendance will be discussed and support put in place to remove these barriers
  - Referral to external agencies as needed
  - Praise postcards used if attendance improves following intervention
  - Medical evidence may be requested in cases that are complex or for prolonged absences
- EVERY student who is severely absent (50%) and below will:**
- Have an individual plan to support their attendance
  - Be assigned a case manager who oversees their re-integration to school. There will be weekly contact with the family and the child. The case manager will work through a toolkit to support the child and family overcome any barriers to attendance.
  - A referral to Children's social care (or other relevant agencies) will be considered on a case by case basis for all children on 50% attendance and below

## STEP 4

### WARNINGS (CONCERNS REMAIN FOLLOWING STEP 3 INTERVENTION)

4

Where step 2 or 3 support has been unsuccessful or attendance has declined, a 'formal warning' letter or 'notice to improve' letter will be issued to reinforce the need for immediate improvement in attendance. A family court order such as an Education Supervision Order will also be considered as an alternative to prosecution.

## STEP 5

### LEGAL ACTION (NO IMPROVEMENT FOLLOWING STEP 4)

5

Where all other avenues of support in steps 1-4 have been unsuccessful referrals will be made to the LA for consideration of a Fixed Penalty notice or prosecution under (S444)  
A referral to children's social care for intense multi agency support will also take place