

Attendance Matters: Every Day Counts at Southam Primary!

Our Attendance Target: 95.5% Current Attendance: 95.7%

Why Attendance Matters

- Every day is a chance to learn, grow and succeed
- Children build knowledge and skills step by step
- Being in school helps them make friends and feel part of the community

Missing days means missing important learning and exciting activities

What Children Miss When They're Absent

- Key learning experiences
- Social time with friends
- Hands on curriculum activities

Opportunities to build confidence and independence

Exciting Events This Term

Sports Morning- Discos- Road Safety Workshops- Athletics Competition-
Second City Brass Performance- Celebration Afternoons- Year 2: Kenilworth
Castle- Year 3: Everton- FOSPS Events- Years 5 & 6 Summer Production-
Family Picnic

Our Commitment to Families

We are here to support you. We will:

- Listen and understand individual circumstances
- Work with you to overcome barriers

Help ensure your child has the best chance to succeed

If You Need Support

Please contact:

- Your child's class teacher
 - The school office
- Our family support worker, Mrs Sheridan



Southam Primary School – Attendance Pathway 2025–2026

Core Principles: Attendance is everyone's responsibility - Every day counts

STEP 1 — Identify, Assess and Prevent

We closely monitor attendance every day to spot any early signs of concern. If your child's attendance needs attention, we will start a conversation—not just based on days missed, but our professional judgment.

What we do:

- Praise good attendance and offer incentives.
- Follow up quickly if your child is absent.
- Communicate any concerns with you early.
- Process absence requests.
- Carry out home visits if needed to support your child's safety.

What you can expect from us:

- A friendly conversation with your child's teacher, school office, School Family Support Worker, or Attendance Lead.
- Attendance, punctuality, or half-term attendance letters if needed.

STEP 2 — Early Absence Support

If attendance concerns continue, we invite families to discuss any challenges that might be causing absence. We'll explore ways to support you and your child, which may include an Attendance Support Plan or Early Support Assessment.

What you can expect from us:

- A conversation with the Attendance Lead, School Family Support Worker, or senior staff.
- An invitation to an Attendance Support Plan meeting and/or Early Support Assessment.

STEP 3 — Formalised Support

If absence still continues, we may create a School Led Attendance Contract. This is a 3–6 month plan with clear, achievable targets to help improve attendance. We'll ask for medical information if relevant and continue to work with other support services. The Warwickshire Attendance Service may also get involved to help.

What you can expect from us:

- Discussions with the School Family Support Worker, Attendance Lead, or senior staff.
- Invitation to a School Led Attendance Contract meeting.
- Possible involvement of an Education Casework Officer.

STEP 4 — Warnings

If support at previous steps hasn't led to improvement or has been declined, we will issue a Formal Warning or Notice to Improve. We may also consider a Family Court Order as an alternative to prosecution. The Education Casework Officer will oversee this stage.

What you can expect from us:

- Conversations with the Head Teacher, and/or Education Casework Officer.
- Invitations to further meetings with Local Authority representatives.

STEP 5 — Legal Action

If attendance still doesn't improve, legal action such as a Penalty Notice or Prosecution may be taken by the Local Authority. For children with severe absence (below 50%), a referral to Children's Social Care may be made for more intensive support.

What you can expect from us:

- Discussions with the Head Teacher and/or Governor representative.
- The Education Casework Officer will lead any legal action.

