



Woodland Primary School

Attendance Guide Chart

School expectation 96%+

- Phone calls for pupil absence
- Good attendance and punctuality promoted in newsletters and through school council
- Curriculum is engaging for all pupils
- School provides an emotionally predictable environment where all children feel safe and nurtured
- If a child is absent and there is no contact, two different phone numbers and then a home visit will be conducted.

96%

- Class teacher is first point of contact – awareness through daily register checking
- Increased monitoring and checking for patterns
- Initial supportive conversation with families
- If a child is late 10 minutes after registration has closed, this will impact on the child's attendance even if they are in everyday

Below 96%

- First informal meeting is held – conversation with teacher regarding concerns
- What are the barriers to attendance and punctuality?

93-95%

- Face to Face or telephone conversation with parent
- Attendance concern letter sent (near 95%)
- Early help: Action plan put into place to identify barriers and supportive strategies to remove barriers – Pastoral Manager and Class Teacher e.g. important job, intervention
- Offer an Individual Health Care Plan (IHCP) or school nurse referral
- Looking at the child's timetable
- If attendance drops again first school attendance meeting is held (near 93%)

Attendance continues to decline

- Second school attendance meeting is held – plan put in place
- Medical proof required for any absence
- Plan is reviewed after 4-6 weeks

Attendance continues to decline

- Legal proceedings begin

Attendance Improves

- Letter of recognition sent
- Certificate for child
- Monitoring environment where all children feel safe and nurtured