**Attendance – Graduated Response**

Child not on the register

Parent has not rung in

By 9.15am text sent by office staff followed by text 2 and 9.25am

Check child is not in the class

By 9.30am child not accounted for – phone call

Contact EWO after 3 days if PA contact on day 1

|  |
| --- |
| **National or Above** |
| **Letter 5 (sent when back to above National expectation)**  **Pencils**  **End of term certificate** |

|  |  |  |
| --- | --- | --- |
| **96.4-93%** | **93-90%** | **Below 90%** |
| **Register inspection**  **Letter 1 home**  **Class teacher ‘we miss you texts’**  **Offer support to improve attendance**  **Phone conversation with parent** | **Letter 2 sent home**  **Continue to offer support**  **Request medical evidence**  **Offer to administer medicine at school**  **Head to ring parents**  **Class teacher sending ‘excited for the week ahead/ well done for a brilliant week’ text** | **Letter 3 sent home**  **Referred to EWO**  **Office to share attendance breakdown with class teachers** |
| **Persistent Absence** |
| **Attendance clinic**  **Home visit**  **Referral to Local Authority-fines?** |
|
| **Office & Class Teacher** | **Office, Head & Class Teacher** | **Office, Head, Class Teacher & EWO** |

|  |
| --- |
| **Improving Attendance (at any point within the cycle)** |
| **Letter 4 sent home (when signs of improving attendance)**  **Postcard for improving attendance** |
| **Head & Class Teacher** |

|  |
| --- |
| **Office, Head & Class Teacher** |