**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

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

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| **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?** |
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| **Office & Class Teacher** | **Office, Head & Class Teacher** | **Office, Head, Class Teacher & EWO** |

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

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