

	Number of days absent	Attendance %	Person responsible	Actions
Prevention	0 -2 days	98-100% Excellent attendance	Class teacher SLT	First day of absence follow up Whole School attendance strategies: <ul style="list-style-type: none"> • Link to school values • Attendance Assemblies • Arrival Procedure – SLT Presence • Lateness procedure • CPOMS to record attendance concerns • Pastoral Support Worker • Weekly attendance update in weekly email to parents. • Class teachers discuss attendance at parents' evening meetings
Early Intervention	3-8 days	96 -98% Very Good attendance	Class teacher SLT	Initial Phone call by Attendance team when child has had 5 days off. Improved attendance awards
	9 – 17 days	92 – 95% Requires Improvement At risk of falling into Persistently absent	Class teacher Family Support Worker	Stage 1 attendance letter sent at 10 days. Medical evidence must be provided for all illnesses Pastoral Support Referral
Targeted	18 – 26 days	90-92% Requires improvement	Class teacher Family Support Worker Headteacher	Stage 2 attendance letter sent at 15 days (Invite to meeting) Parent meeting – Action plan created Early Help/School Nurse referral Home visits during subsequent absences

	27 days	Under 89% Poor attendance	Family Support Worker Headteacher EWO	Stage 3 letter sent at day 20 Formal meeting – Parental contract Social care involvement if % is below 50% Discussion around Fixed Penalty Notices / Legal Intervention if contract not adhered to.
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