

Attendance: Intervention Escalation Plan (parent copy)



Stage One:

Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
If your child's attendance is 96% - 100%	<ul style="list-style-type: none"> ● Regular reminders of importance of good attendance, through the school newsletter, website etc ● Termly attendance awards - In2Win (95% and above for the term) ● First day of absence phone calls ● Termly reminder for parents to check their child's attendance on MCAS ● Requests for term-time holidays to be declined 	<ul style="list-style-type: none"> ● Attendance tracked through BromCom ● Attendance team to monitor individual group and whole-school attendance to identify any concerns ● Class teachers to be on alert for any absence patterns

Stage Two:

Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
If your child's attendance drops between 93% - 96% attendance OR has three or more late arrivals over a half term OR An unexplained or unauthorised absence - you have not called to tell you us your child is going to be absent	<ul style="list-style-type: none"> ● Pupils will continue to receive the universal support offered to all pupils at Stage One ● Class teacher will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance and pass to attendance team via email ● Attendance reminder sent home via a letter 	<ul style="list-style-type: none"> ● Attendance tracked through BromCom ● Pupil's data checked weekly ● Class teacher to monitor pupil more closely

Stage Three

Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
If your child's attendance drops between 90% - 93% attendance OR Five or more late arrivals over a half term period OR Subsequent unexplained or unauthorised absences - no contact from you as to why your child is absent	<ul style="list-style-type: none"> ● Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond ● Parents requested to attend a meeting in school to discuss attendance ● Individual attendance plan and audit initiated - support will be offered in line with this plan ● Consider whether any additional partners could be engaged - make referrals as needed ● Four week review of attendance plan - phone call to parents if improvement is made, move to Stage Four if no improvement is made. 	<ul style="list-style-type: none"> ● Attendance tracked through BromCom ● Attendance team to do weekly checks on pupils' data ● Class teachers to monitor pupil more closely and report any concerns via email to the attendance team

Stage Four		
Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
<p>If your child's attendance drops below 90% OR Continued late arrivals despite support offered at previous tiers OR Continued unexplained or unauthorised absences despite support offered at previous tiers</p>	<ul style="list-style-type: none"> • Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond • If no improvement in attendance, parents requested to attend meeting to review individual attendance plan • During plan review, those involved will identify whether any additional support could be offered by the school or partner agencies. 	<ul style="list-style-type: none"> • Attendance tracked through BromCom • Attendance team conduct daily checks of pupils' data • Class teacher to offer more direct support as needed

Stage Five		
Thresholds/triggers	What you can expect from us:	How we will monitor your child's attendance:
<p>If strategies introduced at stage four have failed to improve attendance OR Any thresholds for legal action have been met</p>	<ul style="list-style-type: none"> • Pupils to continue to receive universal support offered to all pupils at Stage One and beyond • Support initiated at previous stages will continue as appropriate • The local authority will be notified of the school's concerns and the school will be led to next steps • Local authority to utilise appropriate legal powers to enforce attendance 	<ul style="list-style-type: none"> • Attendance tracked through Bromcom • Attendance team conduct daily checks of pupils' data • Class teacher to maintain individual support as required • School to liaise with local authority regularly to support any measures that are being taken.