



Role of School (Teachers, Support Staff, SLT)

- Meet and greet children daily (gate procedures and breakfast LOVE table).
- Strive to create a positive and welcoming environment where pupils feel safe, loved, motivated and engaged.
- Foster meaningful relationships with all children and families, grounded in mutual respect and understanding.
 - Recognise individual and collective achievements.
 - Implement evidence-based teaching strategies.
- Monitor daily attendance and punctuality, and report to the relevant staff members.

Tier 1

Universal Strategies

Role of the Pastoral Team (including SLT)

- Ensure the day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Take calls from parents regarding absence on a day-to-day basis and record it on the school system.
- Through these relationships with parents, identify and address any barriers they may be facing that impact attendance.

Role of Parents

- Ensure children attend school regularly and on time.
 - Understand and support any worries your child may have about school. Share these with school staff.
 - Commit to their child's learning by recognising and sharing the value of education
 - Attend school events such as parents' evenings, taking the opportunity to develop relationships with key staff and to discuss their child's progress and ambitions.
 - Communicate effectively with the school regarding their child's attendance, this includes calling the school to report their child's absence.
- Ensure that, where possible, appointments for their child are made outside of the school day.

Role of External Agencies

- Provide resources and training to school on effective strategies.
- Meet regularly with school to analyse attendance data (EWO).
 - Collaborate with schools on attendance initiatives.
- Support a comprehensive and inclusive school-wide approach that encompasses both attendance and mental health.
 - Facilitate access to informational materials for parents.
 - Offer consultation hours or a point of contact for school staff.





Role of School (Teachers, Support Staff, SLT)

Liaise directly with parents/carers regarding the impact that a pupil's/student's attendance is having on their progress or other aspects of school life.

- Identify patterns of poor attendance or lateness and intervene early to address any underlying issues.
- Maintain open lines of communication with parents/carers regarding attendance. They should inform parents/carers of any concerns about a child's attendance or punctuality.
 - Provide additional support to children who may be experiencing attendance challenges e.g. 'soft starts', reasonable adjustments, pre-teach opportunities.

Role of Parents

- Work with the school to help understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support. Share information with the school about factors that may impact school attendance
 - Continue to communicate effectively with the school regarding absence.
- Ensure that daily routines are established at home, which support their child attending school every day on time.
 - Promote healthy practices and routines which support children/young people with being ready and able to attend school, such as adequate sleep etc.

Tier 2 Individualised Strategies

Role of the Pastoral Team (including SLT)

- Proactively use data information to identify children who are PA risk of PA.
- Work with each identified child and families to understand and address the reasons for absence, including any in-school or out of school barriers to attendance. Ensure regular 'check-in' meetings.
 - Devise specific strategies to address areas of poor attendance identified through data.
- Send out any relevant attendance letters to parents, and follow this up with a phone call. Arrange meetings with parents to discuss attendance issues.
 - Hold parent workshops regarding attendance/ punctuality.
- Meet with parents in order to provide them with more targeted and detailed support/ intervention on their child's attendance. Ensuring families receive the right support, at the right time.

Role of External Agencies

- Signpost or provide access to services.
- Where there are out of school barriers, provide each identified child and their family with access to services they need.
- Meet regularly with school to analyse attendance data (EWO), and follow on any agreed actions.
- Join parent workshops, where possible, to ensure a joined-up approach with school.
- Provide professional development and early intervention support to the school.





Role of School (Teachers, Support Staff, SLT)

- Continue to maintain open lines of communication with parents/carers regarding attendance. They should inform parents/carers of any concerns about a child's attendance or punctuality.
- Continue to provide additional support to children who may be experiencing attendance challenges e.g. 'soft starts', reasonable adjustments, pre-teach opportunities.

Role of Parents

- Continue to regularly communicate with the school.
- Attend any meetings (times and dates arranged together).
 - Take an active role in the multi-agency effort.
- Take an active part in the multi-agency effort with the school and other external partners.
- Understand the legal consequences of not fulfilling parental responsibility with regards to attendance.

Tier 3

Higher Needs Strategies

Role of the Pastoral Team (including SLT)

- Engage external support services (where appropriate).
- Take an active part in the multi-agency effort with the local authority and other external partners.
- Maintain weekly, supportive communication with targeted families regarding attendance and punctuality.
- Be available to meet with parents in order to provide them with more targeted and detailed support on their child's attendance.
 - Use data driven information to identify children at risk of severe absence.
- Explore alternative timetables or modified attendance arrangements, with a clear goal of returning to full attendance.
 - Continuously assess and adapt strategies.
 - Recognise any achievements.

Role of External Agencies

Offer specialised assessments and services for students with complex needs.

- Provide specialist training and consultation.
- Share the legal consequences of not fulfilling parental responsibility with regards to attendance.
- Collaborate closely with the school on creating and implementing highly specialised interventions.
- Support school leaders to evaluate the effectiveness of interventions.

