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| --- | --- | --- | --- | --- | --- |
| **Staged Approach** | **Percentage Attendance** | **Category of Attendance** | **Actual Attendance** | **Learning Days lost per year** | **Learning hours lost per year** |
| **Celebrate and Sustain****Your child has high attendance. Well done. We thank parents for their support and commitment.** | **100%** | **Outstanding** | **190 days** | **0** | **0** |
| **99%** | **Very Good.** **Best chance of success.** | **188 days** | **2** | **10** |
|  | **98%** | **186 days** | **4** | **20** |
|  | **97%** | **184 days** | **6** | **30** |
| **Stage 1: Pleasant Nudge****Your child’s attendance has fallen below our school’s target.**We will let you know via text/letter that we are concerned. Improvements in attendance are expected and will be monitored by teachers and tutors. | **96%** | **Good, although room for improvement.** | **182.5 days** | **7.5** | **37.5** |
| **95%** | **180.5 days** | **9.5** | **47.5** |
| **Stage 2: Engage****Your child is at risk of being persistently absent from school.** This is when attendance falls below 90%. Actions need to be taken to improve attendance quickly. We will invite you to meet with attendance leaders and officers in school to discuss reasons for absence and set a target to improve. We can involve external agencies to support. | **94%**  | **Needs to improve** | **178.6 days** | **11.4** | **57** |
| **93%** | **176.7 days** | **13.3** | **66.5** |
| **92%** | **174.8 days** | **15.2** | **76** |
| **Stage 3: Contract 1****Your child is identified as Persistently Absent from School .** You will be invited to a meeting to discuss concerns. An attendance contract will be agreed to support improvements in attendance and monitored for 4 weeks. External agencies are likely to be involved to offer support | **91%** | **Poor** **There is less chance of success and this makes it harder for your child to achieve.** | **173** | **17** | **85** |
|  | **90%** | **171 days** | **19** | **95** |
|  | **89%** | **169 days** | **21** | **105** |
|  | **88%** | **167 days** | **25** | **115** |
|  | **87%** | **165 days** | **27** | **125** |
| Stage 4 – Attendance Contact 2 Where there is little/no improvement to your child’s attendance over the 4 weeks (and no genuine reason for absence) you will be invited to attend an Attendance Panel meeting with the Headteacher and a member of the Local School Committee (with your child, where appropriate). Support and challenge to improve attendance will be agreed in Contract 2 and an attendance target set. Alongside the contract you will receive a final warning letter detailing actions that will be taken if attendance does not improve. Improvements are monitored for 4 weeks. | **86%** | **Very Poor Attendance is a serious concern and there will be a huge impact on your child’s learning.** | **161.5 days** | **28.5** | **135** |
| Stage 5 – Referral to Local Authority/Possible Prosecution + Attendance Contract 3 Where there is little/no improvement in your child’s attendance. You will be invited to meet with the LA, attendance leader and external agencies to discuss reasons for further absence. Attendance Contract 2 will be reviewed with you and your child (where appropriate). Where action is necessary, we will inform you of referral to L the Local Authority for prosecution. We will continue to monitor attendance and absence with Contract 3 | **85%** | **161.5 days** | **28.5** | **142.5** |
|  | **80%** | **152 days** | **38** | **190** |

**Our Guiding Principles**

1. The safety, welfare and well-being of our pupils lies at the core or our schools. We believe that that safeguarding and promoting high attendance is everyone’s responsibility.

2. Family involvement is at the heart of our approach. We seek to engage all families positively in the education of their child.

3. We want the best for all our children and young people and all actions taken are in their best interests.

4. We understand and continually reinforce the link between good attendance and academic progress and outcomes. We have high expectations of attendance and communicate this to staff pupils, parents and carers. **Our attendance target is no less than 97% for all pupils.**

5. We recognise and celebrate high attendance.

6. Improvements in attendance will be celebrated with pupils and their families and our school community.

7. We intervene swiftly when attendance is declining. This means providing support as soon as a problem emerges at any point in a child’s life. We will offer support and signpost to advice and support internally within the school/trust and externally to partner agencies.

8. We offer support and challenge to pupils and families to improve attendance and liaise closely with the LA, social workers and other external agencies.

9. Where there are genuine concerns around a child’s attendance, we will work closely and supportively with families, listening to their concerns and working with them to ensure that children and young people make a full return to school; offering support and advising and working with internal colleagues and external partner agencies.

10. We ensure compliance with statutory and local and guidance on safeguarding and attendance.

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| Appendices | Title | Stage |
| A | Model Nudge Letter | Stage 1 |
| B | Model 2 Meeting Record | Stage 2 |
| C | Model Trust Attendance Contract 1/2/3 | Stages 3 and 4 |
| D | Model Invite to Attendance Panel | Stage 4 |
| E | Model Final Warning Letter | Moving to Stage 5 |
| F | Advice on referral to LA for prosecution | Stage 4/5 |
| G | Parent / Guardian Overview of Graduated Strategy | For websites |
| H | Notification of Temporary reduction to timetable | At the discretion of the Headteacher for Stages 3,4 and 5. |