

ONE MINUTE GUIDES



WESTCOUNTRY
SCHOOLS TRUST

School Attendance Escalation Process

Why are we doing this?

The Education Act 1996 places a duty on all parents to ensure that their child of compulsory school age receives a full time Education.

Why is this important?

All processes are important to bring consistency to our work as a team across the Trust.

Excellent attendance is important in ensuring that pupils are safe and able to access the opportunities at school that lead to success.

Following an escalation process, allows us to closely monitor attendance, recognising any barriers at an early stage and accessing the right support for each individual child.

- Day before supportive meeting school to contact parent via email/ text to remind parent of meeting. (Document within chronology)
- Attendance support meeting held. Review on a 4-week support plan.
- If parent fails to attend Support meeting- failure to attend letter to be sent with acknowledgement slip to be signed by parent.
- Following support plan, non-improvement/ engagement and increased absences with a minimum of 8 unauthorised absences.
- Final Letter Stage 4 (Referral to EWO)
- Please ensure that a copy of the child's registration certificate and an Early Help leaflet is attached to all letters sent to parents.

Attendance Escalation Process:

- 10 sessions of absence – Tutor/Class Teacher call home - Monitor for 2 weeks.
- 15 sessions of absence – Attendance concern letter stage 1 - Monitor for 2 weeks.
- 20 sessions of absence – Attendance letter stage 2 - Monitor for 2 weeks.
- Further sessions of absence following stage 2 – Attendance support meeting stage 3 letter.

Supporting Documents:

- Call scripts for first day calling
- One Minute Guide Supportive Attendance Meeting
- One Minute Guide The Education Welfare WeST Process
- Supportive Attendance meeting templates primary/ secondary
- Late letter

