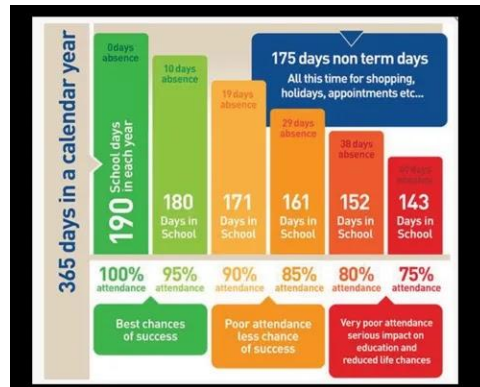




Leesons Primary School Attendance Plan

The purpose of this action plan is to detail how we will promote attendance in our school and improve to above 96% consistently throughout the academic year for all year groups.



Recommended Time Scale	Attendance Profile	Actions to be taken	Staff Responsible
Day 1	Any absence without reason	First day of absence call to main contacts	Admin officer
Day 2	Continued absence without reason	Absence calls to parents and all other contacts. Pupil Support Lead informed.	Admin officer Pupil Support Lead
Day 3	No reason or concern about explanations	Suggested EWO home visit Message or note left if no response All information recorded on Safeguard If no response is received, advice taken from social care and education welfare	EWO, Head, PSL
Below 96% attendance	Authorised and unauthorised attendance	Warning letter sent to inform parents of low attendance	Pupil Support Lead
90% attendance or less	No reason given or concerns around explanations. Authorised and unauthorised attendance	Letter 1 sent to advise low attendance and offer to discuss how we can support improving attendance.	Pupil Support Lead Admin officer

After 6 weeks - ongoing attendance under 90%	No reason or concern about explanations. Authorised and unauthorised attendance	Letter 2 sent out Parents/ carers to be invited to a school meeting to include the Education welfare officer. Attendance Improvement Plan implemented. Medical evidence will now be requested. Absence will not be authorised without medical evidence.	Pupil Support Lead, Headteacher, Admin officer
After further 4 weeks (Shorter time scale if pupil absent continually)	Further periods of unauthorised absence	Second meeting to discuss ongoing concerns. Attendance Improvement Plan reviewed. Further referrals may be made for support, this may be to Education Welfare, Bromley Children's Project, social care or housing Absence will not be authorised without medical evidence.	As above
Ongoing absence Legal Action	Further unauthorised absence	School will refer the case to Education Welfare for consideration of prosecution.	Headteacher, Pupil Support Lead

