



THIS IS HOW WE DO IT HERE

THE ST JOHN'S WAY ATTENDANCE GRADUATED RESPONSE



SEND

Attendance officer to liaise with SENCO and review needs and support in place for individual and families.



PP

Attendance officer to liaise with PP Co-ordinator and review needs and support in place for individual and families.



Vulnerable

Attendance officer to liaise with DSL/DDSL to ensure relevant agencies are informed.



FIRST DAY of absence

- Class Charts updated by Attendance Officer/Assistant with reason for absence. If no reason truancy text sent by 9.30am.
- If reason provided updated Class Charts, if no reason monitor for 5 days and change 'N' to 'O'.
- Reason other than illness - key staff to be alerted (Keyworker, HOY, SENCO, Safeguarding) to contact home via phone to consider additional support. Record on tracking spreadsheet system.
- Tutor warmly welcomes student back using scripted language upon return.

CONSECUTIVE DAY OF ABSENCE (AC1)

2 days of absence

- Class Charts updated by Attendance Officer/Assistant with reason for absence. Attendance team to conduct a welfare call to provide support. Tracking spreadsheet updated.
- If no reason provided and no previous response to truancy alert - Attendance Officer/Assistant to call home. Update tracking system and Class Charts.
- Tutor warmly welcomes student back using scripted language upon return.

CONSECUTIVE DAYS OF ABSENCE (AC2)

3 days of absence

- Class Charts updated by Attendance Officer/Assistant with reason for absence.
- If no reason provided and no previous response to truancy alert/call - Attendance Officer/Assistant to arrange a welfare (home) visit with one other key member of staff (key worker, safeguarding, SEND). Tracking system and Class Charts updated. Key information shared with staff to support student return. Home visit proforma to be completed and uploaded to CPOMs. Letter to be sent to parents reminding of process of reporting absence.
- Tutor warmly welcomes student back using scripted language upon return.

96% (AC3)

Attendance drops below 96%.

- Early support letter sent by Attendance Officer with copy to Head of Year, Key Worker and Tutor. Record on tracking system.



92% (AC4)

Attendance drops below 92%.

- SAM meeting awareness letter sent by Attendance Officer with copy to Head of Year, Key Worker and Tutor. Record on tracking system. Letter to include a range of offers of support to select.



90% (AC5)

Attendance drops below 90%. (Persistently absent)

- Lead member of staff to be agreed dependent on student circumstances and profile
- SAM meeting arranged with lead member of staff e.g. Head of Year, Key Worker, Safeguarding or SENCO. Action Plan/Attendance Contract put into place. Consider adjusted timetable.
- SAM meeting minutes proforma completed in meeting and shared with Attendance Officer. Attendance Officer to log on tracking system.

NO IMMEDIATE IMPROVEMENT (A6)

- SAM meeting review with Attendance Officer to review previous meeting and targets set.
- SAM review proforma completed in meeting and new targets set.
- Logged on tracking system by Attendance Officer.

NO FURTHER IMPROVEMENT (AC7)

- EWO support, possible legal action/FTP.
- If 10 sessions unauthorised in a 10 week period - LA notice to improve letter to be sent by Attendance Officer. Logged on tracking system and EWO informed.