

CCS ATTENDANCE MATTERS

**AM
REG**

AM Reg 8.45am - 9am

9am - 9.15am = **Late (L)**
9.15am onwards = **Late after
register closes (U)**

1

Identify

Assess & Prevent

Our daily processes are built on relationships that work to prevent avoidable absence. This involves monitoring data trends & absence patterns to inform our conversations with you. Absence conversations will take place if a learner is at risk of reaching the new National Threshold (10 sessions (10 half days/5 days) within a 10 week rolling period).

Other daily actions involve promoting attendance positively, swift absence follow up, email &/or letter communication to raise your awareness of emerging concerns, processing 'Term Time Exceptional Absence' & doing Home Visits to meet our safeguarding duties as required

2

Early Absence Support

We move to this step if the National Threshold for absence is met (authorised or unauthorised) to prevent further absence occurring. Discussions & meetings will be offered to identify if early support or reasonable adjustments are needed. This will be done using discussions &/or meetings to create a supportive action plan. An Early Help referral may be required for additional support to be accessed.

Did you know, the DFE only counts attendance if your child is in school for the AM and PM registration periods. Please also be aware the LA uses the AM and PM attendance marks in reference to transport mileage claims.

Did you know, arriving after the AM register has closed at 9.15am (30 mins from school starting @ 08.45am) = an absence?

**PM
REG**

PM Reg 1pm - 1.15pm

1.15pm onwards = **Late (L)**
1.30pm onwards = **Late after
register closes (U)**

3

Warnings - Concerns Remain

Where absence continues & initial support needs to be increased an Attendance meeting with the LA EWO will be offered to formalise support. This may result in actions for a next steps plan, an attendance contract, resulting in a 3-6 month support plan of improvement to prevent further absence escalation. Achievable & individual targets will be set & reviewed regularly.

Medical &/or other information will be actively sought at this point if required to work collaboratively with you & other agencies. An AC can run alongside other meetings and processes e.g., AR, TAC etc

STEP 5

Formal action MAY be requested from the Local Authority (LA) if Unauthorised Absence continues or exceeds the National Threshold for absence, despite STEPS 1-4 being attempted. Statutory guidance* states a Referral to Children's Social Care for children with 'Severe Absence' (less than 50%) should be considered to obtain 'Intense Support'.

4

Formalised Support

Where STEP 2 or STEP 3 support has been unsuccessful &/or declined, a 'First Warning' or a 'Notice to Improve' letter may be issued to reinforce the need for immediate improvement. At this point the school will be working with and be advised by the LA EWO team (Education Welfare Officer) Possible next steps could include a EPM (Education Planning meeting) where a Family Court Order or Education Supervision Order will be considered as an alternative to prosecution

5

***Working together to improve school attendance - GOV.UK**

