

ATTENDANCE LETTERS

Documented approach to declining attendance



Early Intervention

95 - 90% Attendance

Visual family friendly newsletter style letter sent home via class. Highlights attendance below 95% and how much lost learning opportunities have been missed by school days. Reminds families of support available and ways to minimise missed learning opportunities



At Risk of PA

95 - 90% continuing to decrease/no improvement

Visual letter highlighting risks of persistent absence, reminders for support available and ways to minimise missed opportunities. Highlight next steps



PA

Attendance below 90%

Official letter home from Head Teacher(Attendance Champion) advising pupil is persistently absent and the impacts of missed learning and reminder of support available



Communications are designed to support all students at Harefield Primary School achieve their best educational and social outcomes

We are here to help



Medical Evidence

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If a student remains PA with illness related absence official letter home from Head Teacher advising illness related absence is no longer authorised without supporting medical evidence. Letter highlights reporting of 15 days illness



Support Meeting

Attendance Support Meeting Invitation

Attendance Support meeting request sent to parents. Meeting is designed to highlight barriers, discuss support options and implement support plan to see improvement within 4 school weeks.

If support is not engaged with, Fixed Penalty Notices or LA School Attendance Support Service will be initiated.

Attendance Tracking

- Meetings are held two weekly with Attendance Champion (Head Teacher), Attendance Officer and Family Support Worker.
- Urgent attendance concerns are raised/discussed and support plan will be instigated.
- Attendance Trends are reviewed monthly.
- Attendance figures are discussed and sense checked, previous trends are reviewed.
- Pastoral Group Actions are implemented.
- Attendance Points are issued weekly.
- Letters are sent home monthly