

ST CHRISTOPHER'S

PROCESS ATTENDANCE TABLE



EVERYONE (EXPECT)

St Christopher's is a place where every child is part of our community. We work hard to create welcoming environments where children have a strong sense of love and belonging to achieve and thrive ultimately through regular school attendance. Our children have courage to talk about their own attendance, barriers to attendance (if any) and how they can improve it. A reward system which promotes improvements and teamwork is in place. We celebrate our attendance wins both big and small!



4 DAYS ABSENCE (MONITOR)

This is a concerning level of absence. During the Autumn term this will mean a child is classed as a Persistent Absentee (less than 90% attendance). A Stage 1 letter may be sent to parents. Early intervention for children who have previously been classed as a Persistent Absentee will be considered as a preventative measure. Possible Early Help support will be offered from a HSLW in the form of a Strengths and Needs Assessment.



7 DAYS ABSENCE (LISTEN & UNDERSTAND)

This is a serious level of absence and children will be classed as a Persistent Absentee if we are before February half term. A Stage 2 letter may be sent to parents. The Attendance Lead and Attendance Officer will complete an audit to further investigate reasons for absence. Parents may be called for a Parent Contract to discuss ways we can support attendance to improve. Following the meeting and audit, interventions may be necessary to support a child's attendance to improve. Early Help support will be offered or reviewed from a HSLW. (Strengths and Needs). If appropriate, Teachers will be asked to review a child's attendance alongside them and work to improve this.



10 DAYS ABSENCE (FACILITATE SUPPORT)

This is a very serious level of absence and children will be classed as a Persistent Absentee if we are before Easter Holidays. A Stage 3 letter may be sent to parents. The Attendance Lead and Attendance Officer alongside the HSLW and SLT will consider the support of external services. After a Parent Contract has been offered, a '15 day notice to improve' letter will be issued and referred to OCC.



13 DAYS ABSENCE (FORMALISE SUPPORT)

This is a very serious level of absence and children will be classed as a Persistent Absentee if we are before May Holidays. A multi-disciplinary approach will be considered and offered. All support, and offers of support, will be reviewed. Continued support, both to the family, and child, will be reviewed. If a 15 day improvement notice has been issued, then meetings to ensure that attendance panels are in place will be considered.



16-19 DAYS ABSENCE (ENFORCE)

This child will now be considered a Persistent Absentee for the remainder of the school year. Safeguarding referrals should be made. OCC Attendance team should be fully aware and supporting.