

Attendance Support Framework

This document outlines a tiered framework for supporting families with attendance and punctuality challenges. It provides clear actions and interventions at each level of concern, ensuring a consistent, proactive approach to improving attendance. The purpose of this document is to guide staff in applying appropriate strategies to help children with attendance and punctuality challenges re-engage and succeed.

Punctuality

- Letter home
- Meeting with class teacher
- FSW offer – morning/bedtime routines
- Breakfast club offer
- Mrs Malik – housing/financial/housing issues

Low Attendance <90%

- Letter home
- Meeting with class teacher
- FSW offer – morning/bedtime routines
- Breakfast club offer
- Mrs Malik – housing/financial/housing issues
- SENDCo support (if needed)
- Support from welfare officer (if needed)

Low Attendance <80%

- Letter home
- Meeting with class teacher
- FSW offer
- Breakfast club offer
- Mrs Malik – housing/financial/housing issues
- Meeting with Mrs Maher
- Early help – Stronger Families
- Learning Mentor support
- SENDCo support (if needed)
- Support from welfare officer (if needed)

Low Attendance <50%

- Letter home
- Meeting with class teacher
- FSW offer
- Breakfast club offer
- Mrs Malik – housing/financial/housing issues
- Meeting with Mrs Maher
- Early help – Stronger Families
- Learning Mentor support
- SENDCo support (if needed)
- Education Mental Health Support Team
- Offer of support from Church e.g. Foodbank
- Attendance support plan shared with family
- Access to school clubs and enrichment opportunities
- Support from Attendance Support Officer
- Support from welfare officer/school nurse (if needed)

Improving Attendance

- Letter home
- Certificates presented in church termly
- Check ins with Learning Mentor
- Class Teacher to monitor
- Attendance Officer to monitor