Brookfields School's Attendance Support Pathway

The Academy Councillors and staff at the school recognise that the maximising of good attendance is a fundamental task if pupils are to take full advantage of their educational opportunities. The co-operation of all concerned, including parents/carers as well as school staff, is vital to ensure full attendance and good punctual timekeeping.

By sustaining a culture in which full attendance and punctuality is the norm, the school will demonstrate to pupils, parents/carers and staff, the value placed by the school on full attendance and punctuality and encourage children to gain the full benefit from their primary education.

Emphasis on attendance and punctuality also demonstrates the school's relentless drive to safeguard all pupils and families.



• Parents / Carers phone before 9.30am to provide Future absences monitored for any patterns or need for First day of absence noted on valid reason for pupil's absence. support. • Reason logged on SIMS & CPOMS if appropriate register. Receptionist phones Priority 1 contact, followed by Future absences monitored for any patterns or need for No reason for absence other Priority contacts if no answer received. support. Reason logged on SIMS / CPOMS received. • Text and phone call made to Priority 1 contact. Future absences monitored for any patterns or need for The receptionist liaises with Contact logged on CPOMS. support. the Family Support Worker. Reason for absence confirmed and attendance Future absences monitored for any patterns or need for policy and expectations shared with Parent / Carer. Home Visit completed support. • Home visit logged on CPOMS. Phone call received from Parent / Carer as a result of Contact details of FSW left at Future absences monitored for any patterns or need for information being posted through their front door. the home address with next support. Home visit logged on CPOMS. steps documented. Liaison with Headteacher and Attendance meeting arranged in school upon the Future absences monitored for any patterns or need for consideration made to inform pupil's return. support.

Meeting content and actions logged on CPOMS.

ICART and request a Police

Welfare home visit.

Active Monitoring	

- Daily contact from Parent / Carer expectation shared.
- Absence monitored for improvement / return to school. Other agencies may be informed as necessary.
- Reminders to all families via letter and newsletter periodically and during home visits for new starters.

Continued absence

- Receptionist liaises with Family Support Worker who contacts Parent / Carer to explore what support may be needed.
- Medical evidence may be required.
- If the child is subject to CIN, CP, CLA update relevant social worker

Continued absence without legitimate reasoning

- Headteacher invites Parent / Carers into school or completes a home visit, to establish a re-integration plan.
- Liaison with the Education Welfare Service
- Wider service involvement as necessary; Health, Social Care, CAMHS, Carers Centre etc.