


CITY ROAD PRIMARY SCHOOL

ATTENDANCE PROCEDURE

SUPPORT FIRST • GRADUATED RESPONSE • ESCALATION ONLY IF NECESSARY

STAGE 1 UNIVERSAL & PREVENTATIVE (ALL PUPILS)

	DAILY ATTENDANCE MONITORING	POSITIVE REINFORCEMENT
	<ul style="list-style-type: none"> Attendance Champion completes & reviews daily attendance checks Same-day follow-up of unexplained absence 	<ul style="list-style-type: none"> Improved Attendance Certificates Celebration of good and improving attendance


STAGE 2 EARLY SUPPORT & IDENTIFICATION

	SUPPORTIVE FAMILY ENGAGEMENT	UNDERSTANDING BARRIERS
	<ul style="list-style-type: none"> Informal meetings with families to discuss attendance Head of School & Attendance Champion meet families positively 	<ul style="list-style-type: none"> Pupil voice gathered Early help offered (routine, wellbeing, SEND-related needs)

STAGE 3 TARGETED & SUSTAINED SUPPORT

	FORMAL ATTENDANCE MEETINGS	PUNCTUALITY FOCUS (WHERE RELEVANT)
	<ul style="list-style-type: none"> Family Attendance Meetings (FAM) arranged Clear attendance targets and support plan agreed 	<ul style="list-style-type: none"> Head of School meets families where lateness occurs 3+ times weekly Enhanced Support

STAGE 4 MULTI-AGENCY & STATUTORY INTERVENTION

	EXTERNAL SUPPORT	LEGAL INTERVENTION (LAST RESORT)
	<ul style="list-style-type: none"> Referral to Education Welfare Officer (EWO) Joint working with the Local Authority and relevant partners 	<ul style="list-style-type: none"> Legal processes considered only where attendance does not improve despite sustained support

Guidance Reference: Based on Working together to improve school attendance (Department for Education statutory guidance, updated August 2024).