



Skyswood Primary & Nursery School

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Headteacher: Mr R J Bridle

Attendance Escalation Process

If a pupil's attendance is below 95% and/or punctuality is causing a concern, we will:

• Stage 1 – Actioned by Class Teacher

- Have a discussion with the child about attendance.
- Speak to parents.
- Raise any further support required with Assistant Headteacher and/or SENDCo.

• Stage 2 – Actioned by Assistant Headteacher / SENDCo

- Look at any absence trends or other recorded concerns.
- Phone call or meeting with the parent /child to discuss concerns and strategies to improve attendance.
- Consider making reasonable adjustments.
- Consider support from a Family Support Worker.

• Stage 3 – Actioned by Headteacher / AET Attendance Lead

- Medical evidence may be required before further 'illness' / 'medical' absences can be authorised.
- Parent / child meeting to agree an Attendance Improvement Plan or other next steps to address any barriers to attendance.
- If attendance does not improve, the school will need to consider whether to monitor attendance for a further period or to make a referral to the Attendance Lead and/or Statutory Attendance Support Team. The case could be referred at an earlier stage if required.

A Fixed Penalty Notice may be issued if a pupil incurs:

10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence; e.g. a 5-day unauthorised leave of absence would meet the national threshold. The 10-school-week period can span different terms or school years.

