Summerlea Community Primary School

A Staged Approach:
Ensuring Excellent Attendance for All

Everyone

Summerlea is a school where every child belongs.

We create a welcoming environment; allowing all children to gain a sense of belonging and achieve well academically, through excellent school attendance.

1

Below 96% attendance

This could indicate a concerning level of child absence.

Stage One letter sent to parents.

Early intervention considered, as a preventative measure: possible Family Help support offered.

2

Below 92% attendance

Serious concerns regarding attendance.

Stage Two letter sent to parents and meeting scheduled with Senior Leader.

Within the meeting, explore barriers and implement a programme to remove them. Family Help support to be reviewed or offered.

3

4 A review meeting is scheduled for the following half term. If the child's attendance has improved: continue with monitoring and support until the child reaches 96% within a half term.

If there has been no improvement, or attendance has decreased further: a Stage Three letter is issued to parents and a Parenting Contract is considered. Family Help support to be reviewed or offered. Continued implementation of internal and external support.

5 A review meeting is scheduled for the following term. If the child's attendance has improved: continue with monitoring and support until the child reaches 96% within a half term.

If there has been no improvement, or attendance has decreased further: review the Parenting Contract and all support, as well as offers of support.

All avenues have been exhausted and support is not working or being engaged with. We will need to enforce attendance through statutory intervention. The school will now submit a referral to West Sussex Services for further intervention, in-line with 'Working Together to Improve School Attendance'.

Summerlea's Staged Approach is underpinned by the six principles for effective attendance