

## Attendance Processes

This attendance process is developed in conjunction with Devon County Council and in line with government expectations related to children's attendance at school.

Constant dialogue with parent/carers.

- Referral discussions with SENDCO / Safeguarding / Pastoral Team to offer necessary support.
- HOY to decide on pathway for support and improved attendance.
- **HOY** to monitor and agree any package offered.
- Paperwork to be completed and reviewed
- Supportive attendance meeting SAM
- Minuted meeting (Face to face / Teams) with parent (Use SAM form)
- Log SAM minutes on Cpoms
- Before process goes further to attendance Improvement Officer (AIO)

Supportive Attendance Meeting (SAM) to be completed and uploaded to CPOMS

## Attendance & Improvement Officer AIO to monitor

- Penalty notice if required
- School to follow normal procedures and letters if no improvement.
- Further concerns to be raised with **AIO** asap
  - Did not attend letter if necessary.
- No holidays will be authorised except for Forces families.
  - **AIO** to process legal outcomes, including prosecution, fines, custodial sentence.

**Attendance officer** to monitor absence - Make day 3 call

10 Absent Sessions
Attendance officer to discuss
with HOY
Attendance letter 1 sent

15 Absent Sessions
Attendance officer to discuss
with HOY
Attendance letter 2 sent

Attendance Officer / HOY to make a supportive phone call home

20 Sessions missed
Attendance letter 3
and invite to supportive
attendance meeting (SAM) with
HOY & SLT and reasonable

adjustments are to be

considered.

2 weeks Review

Review Attendance with Attendance Improvement Officer (AIO) If improved continue to monitor

Continued poor attendance with no improvement

AIO 1 Letter

Continued poor attendance with no improvement
Attendance Improvement
Officer (AIO) Formal Legal
Meeting

Tutor/HOY

Report safeguarding concern(s) via Cpoms.

**HOY & SLT** 

Monitor, process and report safeguarding concern(s) via Cpoms.

Attendance Improvement Officer

Monitor and process.

Community A Love of Learning Respect Character