# Sir Robert Pattinson Academy Attendance Escalation Process



Green - As expected (rewards, recognition, and extended privileges)

A range of rewards & privileges available within the house system and the best chance of a child fulfilling their full potential

95 - 100%

Who	Process	When
Form Tutor	Positive Recognition & Attendance Recording	Weekly in R2L
Admin Team	Send Green letters	Last Thursday of Term



#### **Amber** – At risk of Persistent Absence

91% - 94%

Who	Process	When
Pastoral Lead	House Pastoral Intervention	P1 daily intervention time
Admin Team	Send Amber letters	Last Thursday of Term



## **Red – Persistent Absentee**

80% - 90%

Who	Process	When
Deputy Head of House	Phone call home/Attendance Concern meeting	As part of weekly intervention
Pastoral Lead	Send Red letters	Last Thursday of Term
Attendance Officer	Send Initial Concern letters	



This is the final opportunity to demonstrate an ability to improve before moving towards the prosecution stage. If this meeting is not attended or rearranged within a reasonable time frame the meeting will take place in the parents absence and a penalty notice warning letter may be issued issued.

51% - 79%

Who	Process
Attendance Officer Senior Pastoral Leader Director of Pastoral care	School Attendance Panel meeting Any referrals for EHA, RCC, Healthy Minds etc. should be made at this point
Attendance officer	6-week review meeting with Attendance Officer 12-week review meeting with Attendance Officer Send Formal Warning

If there are no improvements within the timescale agreed at the School Attendance Panel Meeting, we will refer the matter to the Local Authority and may issue a penalty warning notice.

0% - 50%

Who	Process
Attendance Officer	Send Final Warning
	Complete Fixed penalty Notice
	Refer to Local Authority

# Sir Robert Pattinson Academy Attendance Escalation Process



**Share information and train:** 

**Governors** 

All staff

**Parents** 

#### **EXPECT**

Aspire to high standards of attendance from all pupils and parents/carers and build a culture where all can and want to be in school and ready to learn by prioritising attendance improvement across the school.



**Fortnightly Persistent Absentee Reports** 

**Analise Local Authority Data** 

Share information in weekly Pupil in Need Meetings

Send weekly attendance reports to Head Teacher and Deputy Head Teachers

#### **MONITOR**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



### **LISTEN AND UNDERSTAND**

House Pastoral Intervention for pupils

Deputy Head of House calls to parents

Put support in place

When a pattern is spotted, discuss with pupils and parents/carers to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



## **FACILITATE SUPPORT**

Attendance Concern Meetings
Escalate support

Remove barriers in school and help pupils and parents/carers to access the support they need to overcome the barriers outside school. This might include an early help or whole family plan where absence is a symptom of wider issues.



### chool Attendance Panel Meetings

Discuss at termly meeting with LA School Attendance Officer

### **FORMALISE SUPPORT**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



Discuss at termly meeting with LA School Attendance Officer

**Work together with Local Authority** 

### **FORMALISE SUPPORT**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.