

# Maidensbridge Primary School



## Attendance Policy

**Approved by:** Mrs K Thomas (Headteacher) **Date:** May 2025

**Approved by  
Governors on:** 22.5.25

**Next review due** May 2026

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## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

At Maidensbridge Primary School, we are a 'Good' school (Ofsted 2022) and we expect 'good attendance' (above 96%) from all pupils and staff.

This policy will stipulate how as parents, staff and children we can achieve this, aiming for a school attendance of 96% or above. We will work in partnership to remove any barriers to a child's attendance and build strong, trusting relationships so that together, we can put the right support in place.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold and the new document below:

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

### **3. School procedures**

#### **3.1 Attendance register**

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an educational visit or trip
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 6 years from the date on which the entry was made.

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken as soon as the children arrive in the morning. The morning registration period will close at 8.55am. Between 8.45 and 8.55, children will receive a late mark (L). Children arriving after this time will receive an unauthorised absence mark (U). The register for the second session will be taken at the beginning of the afternoon session, which will vary for each year group due to staggered lunchtimes.

#### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible (see also section 6).

This can be done by calling the school office on 01384 818405 and leaving a voice message that will be checked by the office before 9.30am. If a child is not in school and there is not a message about absence from a parent by 9.30am a phone call to the parent will be made on the 1<sup>st</sup> day of absence to ascertain the reason.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### 3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The office should be informed of a planned medical or dental appointment for a child, either by letter/email to [info@maidens,dudley.sch.uk](mailto:info@maidens,dudley.sch.uk) or phone call to the school office. 01384 818405.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### 3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. This will be between the times of 8.45am and 8.55am.

A pupil who arrives after the register has closed (after 8.55am) will be marked as an unauthorised absence, using the appropriate code.

All pupils who arrive late must be brought into school by an adult and sign their child in on the inventory system.

### 3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

School requires an emergency contact number **for more than one person for each child**, as good practice and these should be provided and updated by the parent with whom the pupil normally resides. Doing so provides school with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

**Safeguarding:** - A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will work within all statutory policies regarding Safeguarding Children and Keeping Children Safe in Education, of which the key principles relating to attendance are:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children have the best life chances.

As a school we also have a duty to identify any children who may be considered '**Children Missing Education.**' This is any child, of statutory school age, who has continuously missed 10

days of school, without the school's permission. In this case, the Local Authority would be informed.

School also has a legal duty to inform the Local Authority when a child is being added or removed from the school register, other than in usual movement at the start and end of the academic year.

**Failing to attend this school on a regular basis will be considered a safeguarding matter.**

### 3.6 Reporting to parents

A child's attendance record will be reported on annually as part of their end of year report, as well as a termly update when progress data is also shared with parents.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment, where requested in advance by a parent the pupil normally lives with.
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, **it must be requested in advance** by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

**Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.**

## 4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

A second penalty notice issued to the same parent in respect of the same pupil is charged a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years, therefore alternative action may be taken.

The decision on whether or not to refer to the Local Authority for a possible penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

## 5. Strategies for promoting attendance

Good attendance and punctuality will be praised in many ways, for example certificates for 100% attendance, praise in assemblies, class rewards for the best attendance each week as well as individual rewards for improved attendance.

Mrs K Thomas will be monitoring the attendance on a regular basis and sharing this information with the pupils, staff and parents.

## 6. Attendance monitoring

The attendance champion (Mrs K Thomas- Headteacher) monitors pupil absence on a regular basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 5 days we will contact the parents to discuss the reasons for this.

Appendix 2 shows the letter templates that will be used to contact parents about a child's absence, attendance and punctuality.

A letter will be issued when a child's attendance falls to 95% this will then be discussed with the parents and the Headteacher to devise a plan for improvement.

Letters will also be sent to parents in situations of high unauthorised absences and poor punctuality. For example, continual lateness after 8.55am in the morning.

If after contacting parents a pupil's absence continue to rise, we will invite parents to a meeting and may discuss the need for an Attendance Support Plan (See Appendix 4) this may involve an education welfare officer, if necessary. The Education Investigation Service would aim to communicate with the family and support an improvement in attendance. If an improvement isn't seen, penalties may be issued. Early Help may also be offered at this time to support the family.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. This is any child with an attendance of 90% or less.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

As a school, attendance will be monitored weekly for whole school attendance as well as by groups e.g. class/girls/boys/SEN/PP to analyse whether there is a particular issue having an impact on these pupils.

## **7. Roles and responsibilities**

### **7.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### **7.2 The Headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and will agree to referrals to the local authority for possible fixed-penalty notices to be considered, where necessary. (See Appendix 3)

### **7.3 The Attendance Officer (Mrs S Starkey – School Business Manager)**

The attendance officer:

- Monitors attendance data at the school and individual pupil level with the Headteacher
- Reports concerns about attendance to the headteacher in regular attendance meetings
- Arranges calls and meetings with parents to discuss attendance issues and works with families to find a positive way forward (See Appendix 3)
- Refers any unresolved attendance issues to the local authority for possible fixed-penalty notices

### **7.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 8.55am and no later than 10 minutes after their afternoon registration start.

### **7.5 Office staff**

Office staff are expected to take calls from parents about absence and record it on the school system and check the voicemails and info emails before 9.30am for messages relating to attendance.

## **8. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy.

Complies with UK GDPR Regulations

Relationship Policy



## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
<b>I</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed between 8.45am and 8.55am
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due

		to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness. <b>Now used for a child absent with confirmed coronavirus.</b>
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed. After 8.55am.

Code	Definition	Scenario
<b>X</b>	Not required to be in school	<p>Pupil of non-compulsory school age is not required to attend</p> <p><b>Not attending in circumstances relating to coronavirus (Covid-19) This code is used while children are waiting for test results to confirm a negative or positive</b></p>

		<b>infection.</b>
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2- Example Letters for absence, attendance and punctuality



Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance *Is my child too ill for school?* - NHS ([www.nhs.uk](http://www.nhs.uk)) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At \_\_\_\_\_ school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

## **Newsletter content to showcase attendance expectations**

What YOU must do:

Try to telephone the school before 8.30am each day of your child's absence.

Tell the school in advance, of any medical appointments and bring in appointment cards/letters.

If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.

If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day.

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit.

## **Absence due to lateness**

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards

Ref:

**<Name of Parent/s living at same address>**

**<Address including postcode>**

**DATE**

Dear **<Name of Parent(s) or carer(s)>**

Re: **<Name of child and DOB>**

**<explanation of how the school have become aware of or notified of the leave of absence> e.g  
'Thank you for your leave of absent request form dated'..... OR 'I refer to your telephone call on  
the <date> advising school that <name of pupil> will be on holiday between xx and xx'**

On this occasion I am not able to authorise **<Name of Pupil>**'s leave of absence from **<Date >** to **<Date >** as I do not consider the reason for absence is as an exceptional circumstance.

Our priority is to ensure that our pupils reach their full potential, are as successful as possible and gain maximum benefits from their education. This requires regular attendance at school.

If you decide to go ahead with your proposed leave during term time, **<Name of Pupil>**'s absences will be marked as unauthorised. Unauthorised absences may be referred to the School Attendance & Education Support Service who, in line with the National Framework for Penalty Notices, may issue a Penalty Notice and/or prosecute you under S444 of the Education Act 1996.

Further information about the National Framework for Penalty notices including details of the penalty notice amounts and escalation process in cases of repeat offences can be found online by searching 'The Education Hub - Fines for parents for taking children out of school: What you need to know'.

Please be aware that if your child is absent from school for 20 school days or more, in certain circumstances consideration will be given under the Education (Pupil Registration) Regulations 2024 Act to removing your child/ren from our school roll.

Unless any further or additional information is provided by you, please consider my decision as final.

Yours sincerely

Headteacher

Ref:

**<Name of Parent/s living at same address>**

**<Address including postcode>**

**DATE**

Dear **<Name of Parent(s) or carer(s)>**

Re: **<Name of child and DOB>**

We have grounds to suspect that your child has been absent from school due to an unauthorised leave of absence but no request was submitted.

**<Explanation of the school's suspicions>** e.g. *'The attendance officer telephoned the contact number provided and spoke to <name of person> who notified us that <name of pupil> had been taken on a holiday. **OR** You contacted the school reception on <date> to inform us that <name of pupil> was ill, school tried to contact you via telephone on <date> but there was no reply. School then conducted a home visit on <date> and there was no reply nor have you contacted school following the visit slip that was left at your address.*

Unfortunately, you have not followed the correct procedure for requesting a leave of absence during term time. **<enter a brief explanation of what school's procedure is>** e.g. *A leave of absence request form should be submitted to school 15 days before the leave commences.* More detailed information is published in the school's Attendance Policy which is available on our school website.

Therefore, your child will be recorded in the register as taking an unauthorised leave of absence. Unless you provide further information or evidence regarding your child's absence, I do not consider the period of absence to be under exceptional circumstances.

Please be reminded that unauthorised absences may be referred to the School Attendance & Education Support Service who, in line with the National Framework for Penalty Notices, may issue a Penalty Notice and/or prosecute you under S444 of the Education Act 1996.

Further information about the National Framework for Penalty notices including details of the penalty notice amounts and escalation process in cases of repeat offences can be found online by searching 'The Education Hub - Fines for parents for taking children out of school: What you need to know'.

Please be aware that if your child is absent from school for 20 school days or more, in certain circumstances consideration will be given under the Education (Pupil Registration) Regulations 2024 Act to removing your child/ren from our school roll.

Unless any further or additional information is provided by you, please consider my decision as final.

Yours sincerely,

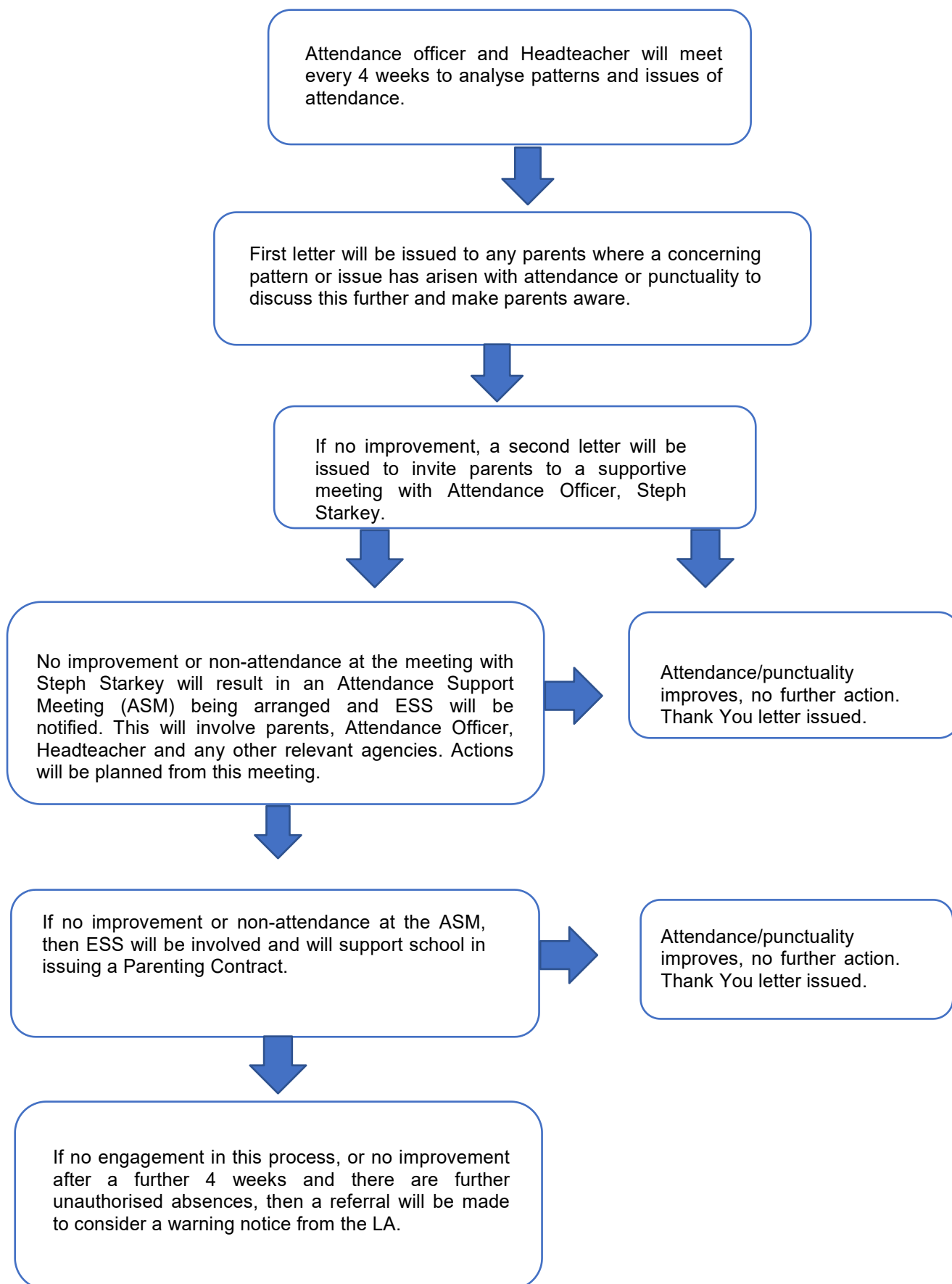
Headteacher



**Appendix 3**  
**Attendance Flowchart**



**Attendance Flow Chart**



## Attendance Support Plan

<b>SECTION 1</b>	<b>PUPIL DETAILS</b>	
	Name:	
	Year group, Tutor/Form group etc:	
	Any other key info:	
<b>SECTION 2</b>	<b>ATTENDANCE SUPPORT MEETING</b>	
	Date of meeting:	
	Attendees:	Role:
<b>SECTION 3</b>	<b>ATTENDANCE ANALYSIS &amp; PATTERNS</b>	
	<i>For example: current attendance %, identified patterns, lateness, summary of reasons for absence &amp; explanations</i>	
<b>SECTION 4</b>	<b>PUPIL ATTENDANCE TARGETS/EXPECTED OUTCOMES OF THE PLAN</b>	
	<i>For example: no unauthorised absence in following 2-weeks, to increase attendance to 90% by the end of term, to arrive on time every day</i>	
	<b>What is the target for the end of term / next half term to be achieved? What do we want the plan to achieve?</b>	
	<b>What are the smaller, more measurable, achievable, realistic steps that need to be taken in the next 2 weeks, to show progress towards the longer-term target?</b>	
	<b>ATTENDANCE PUSH FACTORS – influences that push the pupil towards attending</b>	

	<p><u>Strengths &amp; interests the plan could use to engage the pupil, for example: positive relationships in school (staff and pupils), subject strengths, specific positive behaviours shown, rewards &amp; praise received, extra-curricular participation, engagement with other support agencies. What is working well?</u></p>
SECTION 6	<p><b>ATTENDANCE PULL FACTORS – influences that pull the pupil away from attending</b></p> <p><u>Identify areas of difficulty that may prevent good attendance, for example: travel or housing issues, morning routine conflicts, subject specific barriers, young carer responsibilities, bereavement, bullying or friendship issues, language barriers, recurring illness or injury, SEN, anxiety, EBSNA, diet, exclusions/behaviour. When the pupil isn't in school what are they doing?</u></p>
SECTION 7	<p><b>GROUP MIND MAP – Who or what could help?</b></p> <p><u>Share ideas about the staff, family, friends, services or organisations who could provide the support needed</u>  <b>Everyone should contribute.</b> Who could help? School nurses, Connexions, Hear4Youth, parenting classes, KOOTH, Young Minds, What centre, GP, CAMHS SPA, family members, support with transport. What could help? Key adult, counselling, better sleep routine, breakfast club, key lessons, time out card, EPS resources, school transfer or managed move.</p> <div data-bbox="593 1653 909 1814"> <p>Who or what could help?</p> </div>
5	<p><b>EARLY HELP, PARENTING SUPPORT &amp; FAMILY GROUP CONFERENCE DISCUSSION</b></p>

SECTION 9	<p><i>Fully explain how an Early Help Assessment could support the family. If Early Help is declined, detail a full explanation why. Does an EH enabler need to be involved? Would a Family Group Conference be a suitable alternative to a full EHA? Would parenting support classes/workshops help? Record the parent/s and pupil's thoughts and responses.</i></p>	
	<p><b>AGREED SCHOOL ACTIONS</b></p>	
	<p><i>For example: referrals to be made, adjustments to the curriculum or classes, phased return plan or temporary part-time attendance, identification of a key adult or mentor, nurture friendships, supporting participation in extra-curricular groups, careers advice, Inclusive Pathways, implementation of EBSNA strategies, implementation of rewards etc.</i></p>	
	Staff signature/s:	
	<p><b>AGREED PARENT ACTIONS</b></p>	
	<p><i>For example: morning &amp; bedtime routines, limiting technology (When? How?), booking Dr's appointments, seeking support from SENDIASS, implementation of rewards &amp; sanctions (What will they be?), communicating with the school in line with attendance policy, consenting to referrals etc.</i></p>	
	Parent signature/s:	
	<p><b>AGREED OTHER PROFESSIONAL ACTIONS i.e Social Worker, FSW, YOS</b></p>	

SECTION 10	<i>For example: Weekly morning home visits, establish routines and boundaries, supporting parent to contact services/agencies, onward referrals to specific services, explore interests, and ideas for hobbies outside the home.</i>	
	Professional signature/s:	
	<b>AGREED PUPIL ACTIONS</b>	
	<i>For example: morning and bedtime routines, screen time, engagement with other agencies, work with school nurse/SENCo/counsellor/FSW/Connexions etc, participation in extra-curricular activities, speak to an identified member of staff with concerns, complete homework, attend in correct uniform etc.</i>	
	Pupil signature:	
<b>IMPLEMENTATION &amp; REVIEW</b>		
	Start date:	Review date:

# Attendance Support Plan Review

SECTION 1	PUPIL DETAILS	
	Name:	
	Year group, Tutor/Form group etc:	
	Any other key info:	
SECTION 2	ATTENDANCE SUPPORT REVIEW MEETING	
	Date of meeting:	
	Attendees:	Role:
SECTION 3	CURRENT SITUATION, PROGRESS TOWARDS AGREED ACTIONS & OUTCOMES OF THE PLAN	
	<i>For example: Improved attendance % both at school and in lessons, reduced anxiety, improved punctuality, accessing safe space, support accessed, friendships, emotional and behavioural response to school setting, worries. Ensure you refer back to the ASP when completing this section.</i>	
	<b>Progress made towards the End of Term / Half Term Target</b>	
	<b>Progress made towards the smaller, more measurable, achievable, realistic steps</b>	

	<b>Actions completed and impact</b>	
	<b>What is not working and why</b>	
<b>SECTION 4</b>	<b>AGREED ACTIONS NOT STARTED OR NOT COMPLETED AND WHY</b>	
	<i>For example: direct work not completed, no mentor assigned, staff absence, parent illness, pupil absence, waiting list - refer back to agreed actions on ASP, what actions have not been completed and why.</i>	
<b>SECTION 5</b>	<b>NEXT STEPS</b>	
	<i>For example: exit process and monitor attendance, a further review is required, formulate new support plan with new agreed actions, signpost onto further services, request statutory assessment, consider legal intervention.</i>	
<b>SECTION 6</b>	Pupil Signature:	
	School Signature:	
	Parent / Carer Signature:	

	Professionals Signature:	
SECTION 7	NEXT MEETING DATE (For further review or to write a new ASP)	
	Date:	