



Staggered approach to improving persistent absence at Spetisbury

Should any safeguarding concerns arise at any time, safeguarding policy is followed and referrals may be made to Dorset Children's services or pupil services in Dorset as needed.

Stage	Criteria	Escalation	Support and monitoring	Notes
1	A child has an % attendance of less than 90%	<p>Phone call from Shulay to the parent informing the parent their child is a PA.</p> <p>This is immediately followed up by sending an Arbor mail with the stage 1 letter and minor illness guide may also help. All of these actions logged on My Concern, with a copy of the letter sent as a PDF uploaded.</p>	Each week Shulay calls each and every of our parents whose child/ren are PA. This is done on Friday morning's following register checks. This is to praise good attendance or be insistent and persistent around positive attendance if a child has been absent that week. Parent is told that all further absences will be unauthorised.	All further absence is unauthorised (code O), unless decided otherwise by SLT.
2	Following a period of 3-5 weeks if the child is still a PA and there has been no or little improvement in the % attendance	The parent is invited into school for a meeting with AB, the day and date are arranged by phone and followed up with this stage 2 letter confirming the meeting and outlining the agenda. All of these actions are logged on MyConcern, with a copy of the letter sent with the parent named on the letter as a PDF.	Support is offered to help parents improve % attendance. If accepted, Family Worker makes phone contact with parent to establish context and circumstances around poor attendance and the family becomes part of her caseload.	If this meeting is missed stage 3 is immediately followed.

3	Following a period of 5 - 8 weeks if the child is still a PA and there has been no or little improvement in the % attendance	The parent is invited into school for a TAC meeting with AB or KW and if available a member of pupil services from NDFAZ and/or school governors. The day and date are arranged by phone and followed up with the stage 3 letter the meeting and outlining the agenda. Other professionals or staff members may attend as needed. In meeting the school outline clearly the statutory and legal action school will take if the situation doesn't improve. School governance are also informed of this meeting if they do not attend. All of these actions logged on MyConcern, with a copy of the letter sent with the parent named on the letter as a PDF.	<p>Support offered from our LBI early help offer. This may be school well-being service or parent support services.</p> <p>School may make a referral to Dorset children's social care with or without parental consent if further support is needed.</p> <p>Home visits may also be carried out if parents do not attend meetings.</p>	If this meeting is missed stage 4 is immediately followed.
4	Following a period of 8 - 12 weeks if the child is still a PA and there has been no or little improvement in the % attendance	A referral is made to pupil services for a court warning. All of these actions logged on MyConcern with a copy of the request as a PDF.		
5	Following a period of 12 or more weeks if the child is still a PA and there has been no or little improvement in the % attendance	A referral is made to issue a penalty notice. All of these actions logged on MyConcern, with a copy of the request as a PDF.		