



Attendance and Punctuality- How we monitor at Berrycoombe Primary School

Registers close each day at 9.15am however a child is late if they arrive after 9.00am

School will make contact with parent/carer, if no message has been received by 9.15am, the morning a child is absent to enquire reason for absent. If there is no contact made through phoning the school's Parent Support Advisor will visit the family home.

School will produce a list of all absent pupils each day. This is checked weekly by the schools attendance officer.

If a pupil's attendance drops below 95% (except in extenuating circumstances) the school's Parent Support Advisor will make contact with the family to discuss if any support is needed to improve attendance.

Attendance and punctuality is formally reviewed weekly by the PSA and Attendance Officer. If attendance drops below 90% the PSA will investigate and if appropriate will issue Letter A.

If attendance levels continue to fall or show no sign of improvement Letter B will be sent inviting parent/carer to a meeting. Further strategy discussion with the Education Welfare Officer may take place.

If a pupil has ten or more 'Unauthorised@ half-day absences (and is of statutory school-age) during the previous one hundred sessions a referral will be made to Educational Welfare Service (except in extenuating circumstances)

Educational Welfare Service will contact the family within five working days and arrange a home-visit.

Educational Welfare Service home visit will create an action plan with family, school and any other agencies deemed appropriate.

Starting 10 days after the receipt of the referral, the Educational Welfare Service monitors the pupils attendance for 100 half days. If the pupil takes fewer than 10 days unauthorised absence during this period, the EWO may close the case. (PSA may re-refer)

If pupil takes more than 10 unauthorised absences during the 100 half days, the EWO will arrange an internal review with the Senior EWO. Legal action may be decided or alternative support may be

If legal action is decided- 1st warning letter sent within 5 days of review. EWO continues to monitor every 2 weeks for 10 weeks

Final warning issued. Education Planning Meeting held at school with Senior EWO chairing. Points considered will include; application for an education supervision order, prosecution, issuing a penalty notice, issuing a caution under Police and Criminal Evidence Act.