



Truro and Penwith Academy Trust

Universal Support

- Class teachers follow up absence and lateness on pupil's return to school
- Class teachers provide additional support after absence 'a catch up plan'
- Class teachers are first port of call for parents/carers and liaise with/meet with parents to discuss barriers or required additional support
- Administrators routinely ask parents for reasons for absence and nature of illness when taking absence calls
- Professional curiosity from all members of the school staff
- A high attendance culture through a welcoming and engaging school environment, assemblies, adult role modelling, school displays and regular celebration of pupils achieving good attendance
- Daily absence management and tracking

Tier 1 Support

- Calls from Administrator/Attendance Officer
- Register monitoring by Administrator/Attendance Officer
- Professional curiosity and follow up from Administrator/Attendance Officer
- Monitoring of broken weeks and reporting to fortnightly Attendance meeting
- **Initial** concern letter at 2 broken weeks (half term) 3 broken weeks (term)
- Referral to Headteacher for school support at 3 broken weeks (half term) 5 broken weeks (term)
- Monitoring of disadvantaged and PA pupils, any PA not within BW criteria reported to Headteacher
- Daily absence management process and tracking (Universal Support)

Tier 2 Support

- School support to consider and remove barriers to attendance
- Completion of pupil wishes record
- Meeting with parent/carers and professionals
- Organisation and chairing of PSP
- Headteacher issues letter requesting medical information and/or evidence
- Complete 'review' of PSP after 4 weeks
- Monitor/further review **OR** agree statutory intervention process (threshold is 10 unauthorised sessions within 100 sessions)

Tier 3 Support

- Headteacher issues first warning and arranges staff visit to the child home
- Completion of H/V report
- Notice of improvement served or referred back to school support for further Tier 2 intervention
- Monitoring period agreed
- In the event there is no improvement or non co-operation, referral to TPAT Attendance and Inclusion Lead for EPM