## **Attendance Graduated Response**

## Attendance Meetings

Held fortnightly with Attendance Officer and MRo, focusing on whole school attendance.

Held twice a term with Attendance Officer and HOY to focus on Year group.

#### Welfare Check in

Tutors/Year team to check in with students with below 96% attendance.

#### Attendance Awareness

Pre-SAM Letter to be sent for students with attendance below 96%

Year team to action, admin support to send.

## 2 Consecutive days absence

Email/Phone call home Tutor to action and log on CPOMs.

### School Attendance Meeting (1st SAM)

Meeting held with SM/HOY over the phone, minutes and review letter to be completed, admin support to send.

Review meeting to held in 4 weeks

# Parental Non-attendance at SAM

Meeting held with student in the absence of parents. Minutes sent home.

**Letter 4 -** Non-attendance to School attendance meeting sent home.

Meeting attempted twice by Student Manager/HOY Letter 3 - Post SAM Notice Period/medical evidence. Attendance Officer to action, Admin support to send relevant documents

## Early Help Record/CAF

To be completed and followed up with regular review meetings held by Student Manager/HOY.
All meeting minutes to be logged on CPOMs

#### SAM review - Letter 5

If EWO is completing review EWO/HOY/Attendance Officer

