

Abbeyfield Primary Academy



The Abbeyfield Way: respectful, ambitious, happy and safe.

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Attendance: Intervention Escalation Plan

Abbeyfield Primary Academy has five stages of escalation concerning the monitoring of attendance and then the support provided to families to help improve continued absence. If persistent absence does not improve by the end of Stage 4, then the Academy will follow the Local Authority Guidelines of issuing attendance penalties. All stages one through to Stage 4 are in place to support families and promote good attendance at school.

Stage One: Universal Support

Thresholds/triggers	Thresholds/Strategies to be used (Please note that these strategies will continue to be in place for all pupils, irrespective of where they are on the escalation plan.)	Thresholds/t Monitoring procedures
<ul style="list-style-type: none"> 96% - 100% attendance 	<p>Communicating expectations:</p> <ul style="list-style-type: none"> Regular reminders of the importance of good attendance, through the school newsletter, text messages, website, etc. <p>Direct contact with families/carers:</p> <ul style="list-style-type: none"> First day of absence phone calls Termly attendance letters are given out to all families during personal mentoring meetings giving attendance percentages 	<ul style="list-style-type: none"> Attendance tracked through the school's management information system (MIS) Attendance officer to monitor individual, group and whole-school attendance to identify any concerns <p>Class teachers to be on alert for any absence patterns</p>