



Claremont

PRIMARY & NURSERY SCHOOL

Claremont Road, Nottingham, NG5 1BH
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0 – 2 DAYS OFF	99-100%	<ul style="list-style-type: none"> • Attendance matters sessions • Acknowledge consistent weeks and 100% weeks • Discuss tutor group/ overall class attendance and offer praise to movers • Tutor to discuss 96% attendees with Attendance Officer • Request notes for unauthorised absences and update relevant systems • Talk with parents and students regarding attendance levels dropping • Trigger first attendance letter for children falling within 96-98% attendance category and phone call home • School to complete home visit
4 – 7.5 DAYS OFF	96- 98%	
9.5 – 17 DAYS OFF	93-95%	<ul style="list-style-type: none"> • Acknowledge improvement in attendance for the students who have moved into this category from the below categories • School staff to have weekly check ins • School to complete home visit • School to consider Early Help assessment to highlight barriers to learning and offer support (<i>requirement for LA</i>) • School to arrange a parent meeting to develop an attendance plan, which includes a parent contract. It is an expectation that the plan is agreed and signed by the parent/carer and pupil (where appropriate) at the meeting – <i>second letter to be sent</i>
19 – 25 DAYS OFF	90-92%	<ul style="list-style-type: none"> • Acknowledge improvement in attendance for the students who have moved into this category from the below categories • At 90% - letter to parents advising them that EWS will be informed of their child's attendance • EWO to arrange a Targeted Support Meeting with school to discuss individual students. If appropriate, the EWO will then agree suitable cases to discuss with EWSp • EWO will request a case supervision with an EWSp where Requests for Service will be agreed. Should any Requests for Service be unsuitable, recommendations will be sent to the Attendance Officer. • EWO will conduct a home visit and deliver an invitation to an Attendance Panel at Loxley House • School to maintain contact with the family and continue with their attendance procedures; telephone calls, home visits etc
27 + DAYS OFF	Under 89%	<ul style="list-style-type: none"> • Acknowledge improvements in attendance • Letter to parent/s informing them that a referral has been made to EWS • EWS procedure begins • School to maintain contact with the family and continue with their attendance procedures; telephone calls, home visits etc





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