



Policy Title: Attendance Policy

Policy Folder: Pastoral

Last Reviewed: June 2021

Next Review: June 2024

Lead By: Head/Attendance Co-ordinator

Responsible Committee: SD

LANTERN LANE PRIMARY AND NURSERY SCHOOL ATTENDANCE POLICY

Introduction

At Lantern Lane Primary School, we intend that everyone is a valued part of our community. To achieve this, we aim to provide an environment that nurtures confidence, achievement, respect and enthusiasm (C.A.R.E) in all aspects of life.

Confidence:

To enable all pupils, staff, governors and parents to have the confidence in themselves to achieve their best in school and in the wider community both now and in the future.

Achievement:

To enable all pupils, staff, governors and parents to achieve by developing an interest and love of learning across all areas of life.

Respect:

For everyone to respect and value each other, both within school and the wider community, to respect authority, decisions made and to respect the environment in which we live and work.

Enthusiasm:

To fully engage and be enthusiastic to try everything. To be prepared to take risks and to openly face challenge.

Attendance Intent

Our intent as a school is to enable our children to (amongst others):

- Have the skills needed to enjoy life and learning;
- Understand what helps them to learn best, knowing that learning is life-long;
- See the value of continued hard work;
- Thrive in the future regardless of change and challenges because they have the right skills and knowledge

In order to do this, our children need to be in school. We are committed to ensuring all our children are confident learners who can achieve their best and in order to do this they need to be present for all aspects of their education. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. We will continue to recognise excellent attendance and support those children, and their families, for which attendance is more challenging.

The Government says: Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The Government expects the School to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- Act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

DfE School Attendance Guidance August 2020 DfE-00132-2020

Attendance at the school is in-line with local and national averages, though data for this during periods of closure has not been updated nationally.

Legal Background

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 provide the legislative framework around which any policy or procedures should be built.

The DfE has issued guidance to schools on the categorisation of absence, setting out the responsibilities for schools and governors with regard to the authorisation of absence. The discretion which schools and governors have with regard to certain categories of absence, which can or cannot be authorised, is also covered. Lantern Lane Primary school policy is in line with these requirements.

Each term, schools are required to provide information to the DfE about levels of authorised and unauthorised absence. This data is published by the DfE each year.

The school is no longer required to set an attendance target each year.

The Time Pupils Should Arrive At School

School starts at 8.40 am when the whistle is blown in the playground. Pupils should arrive between 8.30 am and 8.40 am and wait in the playground where they should be accompanied. A five minute period is allowed for coming into the building/hanging coats etc before registration at 8.45 am. Registers are marked electronically by class teachers. Registers are again marked at the end of the lunch break in the same way. Pupils who go home for lunch should return five minutes before their lunch time ends.

School lessons end at 3.15 pm and children are dismissed as soon as possible afterwards. Pupils should be collected from school, and will be released only to nominated responsible persons. As the children get older, parents may inform the class teacher in writing if they would like their child to walk home independently. Parents should notify school of any changes to arrangements. Pupils who have not been collected at the end of the day will wait firstly in the classroom, then in the main school reception area while their parents are contacted.

During COVID restrictions, classes have staggered start and end times with classes either starting at 8.30 and ending at 3.05pm or starting at 8.40 and ending at 3.15pm to allow for social distancing.

Procedure For Dealing With Any Pupil Who Arrives Late

Pupils who arrive after pupils have been let into the classrooms will need to gain access through the main entrance, where their late arrival is recorded and queried. Parents should not take children who arrive late to their classroom door as this not only disrupts the learning of other children but attendance will not be recorded as the registers will be closed by then. Arrival after the register has been taken, but prior to 8.50 am when the register is still open, will be recorded as Code L: *Late arrival before the register has closed* and arrival after 8.50 am will be recorded as Code U: *Arrived in school after registration closed*. Persistent lateness (arriving late more than five times in a half term) will be followed up with parents/carers in writing (see **Appendix 1 - letter 1**). This will be tracked by the Attendance Coordinator with support from the School Office.

Notification of Absence

Parents should notify either the class teacher or the office administrators on the first day of absence and the reasons for this. This may be in writing, in person or by telephone. The telephone has an automated recording service to report absences when the office is unattended. A daily written record is kept of messages received from parents/carers regarding pupil absence and letters explaining absences are also retained by the school administrators.

If we do not hear from a parent/carer about an absence, we will make a determined and sustained effort to find out where the child is and why they are not in school, usually via text message and/or a phone call (see response to concerns **Appendix 1**).

Authorised Absence

Absences authorised is one that means a child is genuinely unable to attend school and is where the school has either given approval in advance for the child to be absent or where the explanation offered has been accepted as satisfactory.

Absence may generally be authorised for the following reasons:

- Illness, medical or dental appointments (with evidence of appointments)
- Days set apart by religious bodies for religious observance
- Exclusion
- Family bereavement
- Music examinations
- Exceptional circumstances (to be determined by school on an individual basis)

Unauthorised absence

If no explanation has been given or the absence is not authorised, parents will be informed, with the reason. The school, not parents, will decide whether an absence is authorised.

Absence should not be authorised for the following reasons:

- No explanation offered by parents
- Unsatisfactory explanations eg minding the house, looking after siblings, shopping during school hours, getting a haircut, had a late night, couldn't get them out of bed and regular illness where no medical evidence is forthcoming
- family holidays (except in exceptional circumstances)

Persistent Absence

Persistent absence (PA) is absence of 10% or more. An individual child is deemed to be a persistent absentee if their absence is less than 90% (regardless of whether the absence has been authorised or not). See Flow Chart for response for how PA is addressed (**Appendix 6**).

When an absence remains unexplained, it will be deemed unauthorised. The office administrators will request information from the parents. Further requests will be made by the Attendance Coordinator or Headteacher, if necessary, and if there remains a concern, further support and actions will be arranged.

Children Missing from Education (CME)

School governing bodies must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

Where possible, we will hold an emergency contact number for more than one person for each child on roll. Emergency contact numbers will be provided and updated by the parent with whom the pupil normally resides.

Where our school staff have concerns about a child, they will make attempts to contact the family using the contact numbers and email addresses provided on the same day. A record will be kept of all efforts to make contact.

If no contact is made and the whereabouts of the child remains unknown, the member of staff will advise the headteacher, who will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated by conducting a home visit, for example, or making a referral to the Children Missing Officer (CMO) or Social Care, in accordance with the Guidance for Headteachers and Business Managers Where Children Are At Risk of Missing Education document.

Ultimately, cases of poor attendance may be pursued through the courts.

Monitoring Attendance

Good attendance is considered to be that of 95% or more.

Each half term, the Attendance Coordinator collates attendance data facilitated by the SIMS registration system, and brings to the attention of the head teacher any pupils who have had a regular pattern of absence, poor overall attendance (less than 90%), and any other cause for concern.

Unless there is a particular reason for the absences such as a prolonged illness, the school will write to the parent expressing concern, and offering support (see sample letters 2 and 3, **Appendix 3 and 4**); an illustration of the impact on learning is included.

After letter 3 (**Appendix 4**), a support plan will be put in place to ensure the child and parents are given the required help to improve attendance. This will be monitored and recognised if attendance has improved. If poor absence continues, parents will be expected to engage in setting up an EHAF (Early Health Assessment Form) to ensure the family are supported and attendance/lateness is not deemed to be a form of neglect. If absence still does not improve, the family will be referred to Social Care and the Local Authority Attendance and Welfare Officer.

Rewards

Raising the profile of attendance can be effective in improving attendance. Pupils will be rewarded at different stages of the school year.

- At the end of each term, 100% attendance will be rewarded with a certificate for that term
- At the end of the school year, 100% attendance will be rewarded with a certificate in our end of year celebration assembly
- Some children attain 100% attendance throughout their school career. Such exceptional attendance will be rewarded.

During term time, pupils are rewarded with House Points for punctuality and attendance. On a Friday, one point will be added if a pupil was on time every day and another point is added if they were here all week. This will be monitored by the Attendance Coordinator and the House

Attendance is also rewarded with a point system in school. Each week, classes with 96%+ attendance will receive a point. Each point will build up towards a reward in school. These will be discussed with staff and put in place each September. Rewards may include activities such as an extra playtime, an arts and craft session or a trip to the park.

These are shared with the children during assembly each week so they can see how they are contributing to their class. These will be led by the Attendance Coordinator.

Leave of Absence in Term Time

If a parent wishes to take a child out of school during term time, they must apply for permission in advance in writing using an Application to Miss Learning Time Form (Appendix 2).

Amendments to the 2006 Regulations make it clear that headteachers may not grant permission for authorised leave of absence for holidays during term time unless there are very exceptional circumstances.

The following are examples of some of the reasons that are not deemed to be exceptional:

- Availability of cheap holidays
- Availability of desired accommodation and/or flights
- Poor weather experienced in the school holiday period
- Overlap with beginning or end of term
- Day trips
- Appointments which could be arranged out of school hours

If an application for leave of absence is refused and the parent still takes the child out of school, the absence will be treated as unauthorised. Unauthorised absences may lead to further action being taken.

The Role of the Attendance Coordinator

The Attendance coordinator will;

- produce a half termly report using SIMS attendance data for SMT and a termly report for Governors (SD Committee).
- At the start of each half-term, a concerns sheet will be distributed to teachers to note down any conversations with students or parents for which they have a concern about their attendance.
- If the Office have not received notification of a reason for absence they will email the attendance coordinator on the first day. After trying to contact the family again, using all the available contacts, the Attendance coordinator will again be informed. The AC will then attempt to call the family and if still no contact will discuss and previous concerns with teachers and then attempt a home visit to establish a reason for non-attendance. If lateness or attendance still remain a concern, a letter will be sent from the Office to the family (follow appendix 6).
- When the child is back in school, attendance will be monitored. Where deemed appropriate, the teacher may be asked to put a daily reward system (eg sticker chart) in place for an agreed time to encourage the child to attend. Small rewards (eg choice box pencils, fidget toys, small selection of sweets) would be given at the end of each week if a child attended every day in response (AC or WBSA to come down and give out).
- Additionally, the Well-being Support Assistant may be asked to meet and greet the child and talk about issues or anxieties around attendance and provide support for the child in school.
- If concerns still persist, an attendance plan will be put in place in collaboration with the family (AC will lead meeting with input and support from Class Teacher). AC will review the plan with the family and provide praise and a reward when improvements made.
- For the majority of children, attendance will be discussed in the weekly assembly sharing attendance points for the whole school reward system which will be led by the AC.

The Role of Teaching Staff

Class teachers/teaching assistants are often best placed to remind children that authorisation for an absence is required and for making an initial follow up.

Should authorisation not be forthcoming, the member of staff should refer to the school administrator to make direct contact with the parents. If telephone or text contact is not possible, a letter will be sent.

Involvement of School Governors

Attendance is an area of school work in which governors take an active interest through:

- The Attendance Coordinators half termly reports to SMT and the link governor
- The head teacher's termly report to governors on the level of attendance in the school.
- The work of the link governor for safeguarding/child protection.

Information to Parents

The school's policy on attendance and the expectations of parents is shared when pupils first start school and is available on our website. Reminders are given at the start of each academic year, particularly regarding the procedures for illness and holidays in term time. Reference is also made in the home school agreement located in our partnership books and signed by all stakeholders in September.

Joint Working Between Schools and the Early Help Unit

School staff and the Early Help Unit work together to ensure the co-ordination of any action.

Legal Action

Amendments have been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Information to the Local Authority

The Local Authority will seek information from schools about the level of authorised and unauthorised absence at the end of each term. This will help with the monitoring of the targets set for the reduction of unauthorised absence.

General Advice

Dealing with the poor attendance is a shared responsibility of schools and parents and, where relevant, support services.

Reference Points

DfE School Attendance Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013

Appendix 1 - Lateness Letter



Dear

We notice from our records that your child was late to school on ** occasions last term.

It is very important that all pupils are at school for the start of the morning and afternoon sessions to enable them to begin their lessons on time.

If your child is late regularly, this can have a significant impact on their learning due to lost time in the classroom. The table below shows how just a few minutes a day can have a big impact over a year.

Minutes late per day	= days of learning lost per year
5	3
10	7
15	10
20	13
30	19

The morning session begins at 8.45 am, so children should be at school at 8.40 am, to give time for hanging up coats, etc, and to enable the class to make a prompt start.

The afternoon session begins at 12.45 pm for Year R children, 1.00 for Year 1 – 4, and 1.15 pm for Year 5-6 children. (check timings for September)

Yours sincerely

LANTERN LANE PRIMARY SCHOOL | Lantern Lane, East Leake, Leicestershire, LE12 6QN

Tel 01509 820112 **Email** office@lanternlane.notts.sch.uk

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Appendix 2 Letter 2 (related to illness)



Dear

School attendance is a priority for our school and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age.

Your child's attendance is currently *%**

Attendance		= how many days absent	Consequences
100%	Excellent	0 days absent	Should achieve the best results they can, leading to the best possible start to their secondary education
97%	Good	5 days absent	
94%	Cause for concern	12 days absent	Likely to achieve their targets and be well prepared for secondary education
90%	Worrying	19 days absent	Missing a month of school per year and may fall behind in maths and English; it will be difficult for them to achieve their best.
85%	Serious Concern	29 days absent	Missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best
80%	Serious concern	38 days absent	Missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

We know that ** has been poorly this term/other reason, causing a spell of absence, and that he/she has also had a few individual days off. We are concerned that, as a result, progress will suffer.

We hope that he/she enjoys better health next term so that he/she is able to catch up with the learning he/she has missed during this period.

In order to support you, we would like to discuss anything that can be done to ensure *** is in school, on time every day. Mrs Halliwell/Well-bring Support Assistant will call you onto see if there is any extra support we can offer.

Yours sincerely

LANTERN LANE PRIMARY SCHOOL | Lantern Lane, East Leake, Leicestershire, LE12 6QN
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Appendix 3 Letter 3 (less than 92% attendance)



Dear

School attendance is a priority for our school and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Your child's attendance is currently *%**

Attendance		= how many days absent	Consequences
100%	Excellent	0 days absent	Should achieve the best results they can, leading to the best possible start to their secondary education
97%	Good	5 days absent	
94%	Cause for concern	12 days absent	Likely to achieve their targets and be well prepared for secondary education
90%	Worrying	19 days absent	Missing a month of school per year and may fall behind in maths and English; it will be difficult for them to achieve their best.
85%	Serious Concern	29 days absent	Missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best
80%	Serious concern	38 days absent	Missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

We firmly believe that good levels of attendance:

- Lead to good levels of achievement
- Establishes positive patterns for future learning in life and work
- Builds self-confidence
- Allows your child to make good friendships and flourish socially
- Promotes a positive attitude to school
- Helps your child to feel part of the school community, to feel valued and develop to the full.

We are monitoring ***'s attendance and hope to see an improvement over the next 4 weeks. If there are any reasons why you are finding it difficult to get *** to school, please speak to your child's teacher or call us as there may be further support that we can offer.

Yours sincerely

LANTERN LANE PRIMARY SCHOOL | Lantern Lane, East Leake, Leicestershire, LE12 6QN

Tel 01509 820112 Email office@lanternlane.notts.sch.uk

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Appendix 4 Letter 4 (No improvement)



Dear

Despite our previous letter *****'s attendance has not improved.

Your child's attendance is now *%**

Attendance		= how many days absent	Consequences
100%	Excellent	0 days absent	Should achieve the best results they can, leading to the best possible start to their secondary education
97%	Good	5 days absent	
94%	Cause for concern	12 days absent	Likely to achieve their targets and be well prepared for secondary education
90%	Worrying	19 days absent	Missing a month of school per year and may fall behind in maths and English; it will be difficult for them to achieve their best.
85%	Serious Concern	29 days absent	Missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best
80%	Serious concern	38 days absent	Missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

In order to support you to improve your child's attendance, you have been invited to a meeting in school.

This meeting will take place on:

Date and time

At the meeting, you will be given the opportunity to discuss any issues around your child's absence(s) and then together we can consider ways of improving your child's attendance.

Please acknowledge this letter and inform school if you need to re-arrange. Should you not attend the meeting, it will still go ahead with members of school staff and concerns may be reported further if no improvements are made.

Yours sincerely,

Appendix 5
APPLICATION FOR LOSS OF LEARNING (LEAVE OF ABSENCE)
EVERY DAY COUNTS
GOOD ATTENDANCE IN SCHOOL= GOOD PROGRESS

1 or 2 days here and there doesn't seem that much but ...

If your child misses...	that equals ...	and over 13 years of school that's ...
1 week for holiday	5 days per year	Nearly 10 weeks
2 weeks for holiday	10 days per year	18.5 weeks
3 weeks for holiday	15 days per year	Nearly 28 weeks
4 weeks for holiday	20 days per year	37 weeks missed

The effect of absence on progress					
A whole year has 365 days; a school year has 190 days. That leaves 175 days to spend on family time, holidays, shopping and other appointments.					
No absence	6 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	184 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	97%	94%	90%	85%	80%
Excellent	Good	Worrying		Serious concern	

Overleaf is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school in term time and schools will refuse your request to take your child out of school for holidays.
- If you wish to take your child out of school during term time, you must apply for permission in advance in writing using the attached form. Permission for authorised leave of absence will not be granted for holidays unless there are very exceptional circumstances.

The following are examples of some of the reasons that are not deemed to be exceptional circumstances:

- availability of cheap holidays
- availability of desired accommodation and/or flights
- poor weather experienced in the school holiday period
- overlap with beginning or end of term
- day trips

If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

APPLICATION BY PARENT/CARER FOR CHILD TO MISS LEARNING TIME

Having read the notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application below.

Pupil's Name		Class	
Home Address			

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School		Date of Return to School	
Total number of school days missed			

Please explain the circumstances that make it necessary to have an absence in term time

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application	
Signed	
Date	

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL

Appendix 6

RESPONSE TO CONCERNS

UNEXPLAINED ABSENCE

School	Families
1st Day of Absence	
Office will initially ring to ascertain why pupil is absent. If no response, a phone call then text and/or email will be sent enquiring about the reasons for absence.	If no reason provided for non-attendance, parents will receive a phone call, text or email from the Office and be expected to inform the school with a reason for absence
2nd Day of Absence with no reason	
Office will follow up with a further phone calls, ringing all contacts. If no response LH will be informed and tracking sheet started.	Parents will receive a further phone call from the Office requesting a reason for absence.
Further absence	
LH will discuss child with class teacher and will ring family. If no response a home visit will be attempted to ascertain where the child is or the reason for absence.	Parents will receive a phone call from LH and a home visit if no response requesting a reason for absence.
Continuing issues	
LH/TA will communicate with the family who will be offered support to get child back to school – may include collection from home by a member of staff or putting in contact with other families to walk with.	Family will be offered support to get child back to school. Support plan will be completed. Further absences will be followed up.

If a child is then Missing from Education, Nottinghamshire guidance will be followed.

Persistent absence

School	Families
Absence falls below 90%	
LH will discuss child with their teacher and will inform Office to send a first letter (Appendix 3) regarding concerns about attendance (SIMS data check carried out at the end of each half term) or letter 2 if we can see that the pupil has had a significant amount of medical issues or ill health.	If no reason provided for non-attendance, parents will receive a phone call, text or email from the Office and be expected to inform the school with a reason for absence – attendance will be monitored for 4 weeks.
No improvement in attendance	
Parents will receive a second letter (Appendix 4) inviting them to a meeting in school to discuss attendance. Plan put in place with deadline for improvements.	Parents will receive a second letter inviting them to a meeting in school to discuss any issues and create a plan to support the family. Review date to be set (4 weeks)
Review of attendance	
After 4 weeks, plan of attendance will be reviewed and if improvements made, child will be praised and rewarded and no further action will be taken though attendance will still be monitored.	Parents will be invited back to school to discuss attendance. If improvements made, no further action required.
Continuing issues	
If no improvements made and attendance still a concern Family will be invited to a meeting with Attendance coordinator and Head Teacher, Plan will be reviewed and further support put in place. Second deadline for improvement to be agreed.	Family will be asked to attend a meeting with Attendance coordinator and Head Teacher Support plan will be reviewed and deadline for improvements set.
Review of attendance	
After agreed timescale, plan and attendance will be reviewed and if improvements made, child will be praised and rewarded and no further action will be taken though attendance will still be monitored.	Parents will be invited back to school to review attendance. If improvements made, no further action required.
Continuing issues	
If no improvements made and attendance still a concern Family will be asked to engage in the EHAF process so they can be supported with any issues that are stopping their child from accessing school on time, regularly.	Family will be asked to engage in the EHAF (Early Help Assessment Form) process to ensure the family are supported and lateness/attendance is not regarded to be a form of neglect.
Final Stage	
School will refer the family to the Early Help Unit because they are not meeting the basic requirement of ensuring their child attends school regularly and on time. School will also alert the Local Authority of the attendance or punctuality concerns.	If concerns continue, family will be referred to the Early Help Unit as a form of neglect which will also trigger a referral to the Local Authority Attendance and Welfare Officer.

LATENESS

School	Families
Child is persistently late (more than 5 per half term)	
LH will ask the Office to send letter 1 regarding lateness.	Parents will be sent a letter addressing concerns about frequent lateness.
No improvement in lateness	
Parents will receive a second letter inviting them to a meeting in school to discuss lateness. Plan put in place with deadline for improvements.	Parents will receive a second letter inviting them to a meeting in school to discuss any issues and create a plan to support the family. Review date to be set (4 weeks)
Review of Lateness Issues	
After 4 weeks, plan and lateness will be reviewed and if improvements made, child will be praised and rewarded and no further action will be taken though lateness will still be monitored.	Parents will be invited back to school to review lateness plan. If improvements made, no further action required
Continuing issues	
If no improvements made and lateness still a concern, family will be invited to a meeting with Attendance coordinator and Head Teacher, Plan will be reviewed and further support put in place. Second deadline for improvement to be agreed.	Family will be asked to attend a meeting with Attendance coordinator and Head Teacher Support plan will be reviewed and deadline for improvements set.
Review of attendance	
After agreed timescale, plan and lateness will be reviewed and if improvements made, child will be praised and rewarded and no further action will be taken though attendance will still be monitored.	Parents will be invited back to school to review attendance. If improvements made, no further action required.
Continuing issues	
If no improvements made and lateness still a concern, Family will be asked to engage in the EHAF process so they can be supported with any issues that are stopping their child from accessing school on time, regularly.	Family will be asked to engage in the EHAF (Early Help Assessment Form) process to ensure the family are supported and lateness/attendance is not regarded to be a form of neglect.