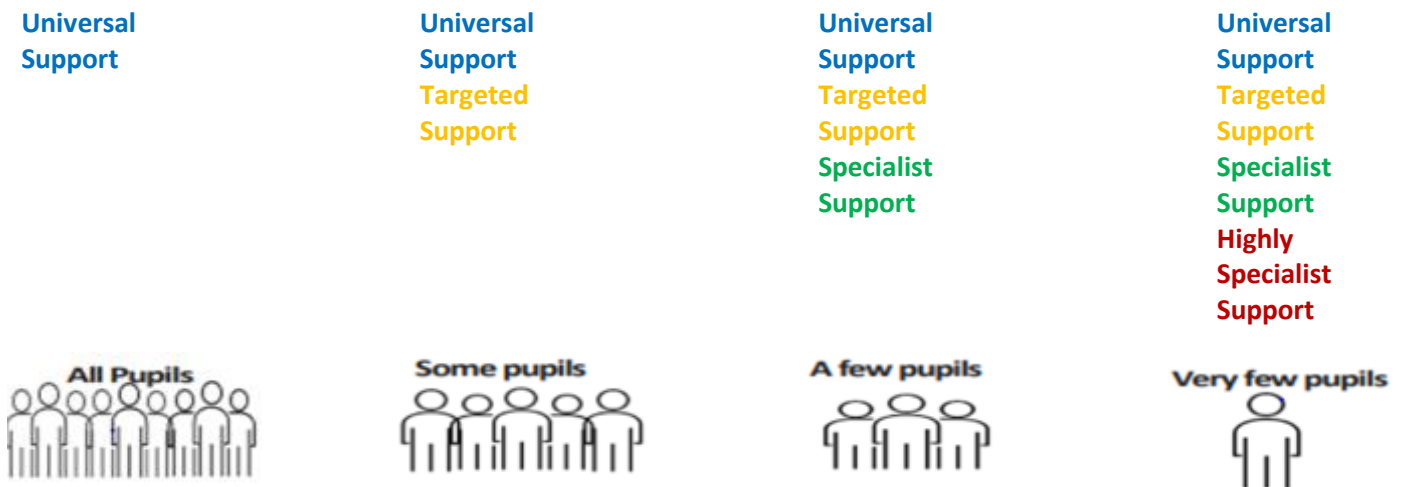


## Graduated Response to Attendance – Student/Parent Guide

A Graduated response consists of a series of stages that build on one another in response to the level of need. Each stage includes elements of the stages before them. Not every element of each stage will be appropriate for each student and support can be tailored for each individual.



### Stage 1: 95%+ UNIVERSAL PROVISIONS

– At WSS, all our students develop trusting relationships and are welcomed to school and any absences noticed. We offer –

- A learning environment which is safe and ensures students needs are met.
- Strong relationships and lines of communication between well-known adults in the school and parents are formed and barriers to attendance are identified.
- Breakfast club is available to all and strong attendance rates are recognised and rewarded.

### Stage 2: 90-95% EARLY INTERVENTION – At Risk of PA (Persistently Absent)

- Parents alerted to attendance data.
- Conversations with tutor or Attendance Team to offer support.
- Letter 1 and or Illness letter issued to alert parents of early concerns.
- Invitation to Attendance Clinic with Education Welfare Officer.

### Stage 3: 80-90% TARGETED ADDITIONAL SUPPORT

- Letter 2 issued to highlight ongoing attendance concerns.
- Request to attend an attendance meeting to discuss barriers and create an Attendance Recovery Action Plan.
- Consider referral to Children and Families First and signposting to appropriate agencies – as well as in-school support.
- Home visiting as required.
- Fixed Penalty Notice Warning.

### Stage 4: Below 80% INTENSIVE PROVISION IN LINE WITH SOUTHAMPTON LOCAL AUTHORITY

- Letter 3 issued to inform of Education Welfare Services referral.
- Multi-agency approach – medical, safeguarding, previous schools, schools of siblings – referrals considered – such as Children's Resource Service Assessment.
- Phased Return to school considered to reintegrate student back into school.