

Attendance Roadmap



In line with the DfE Statutory Guidance (in force from 19th August 2024) The Greville offer a supportive, stepped, attendance approach to ensuring all children thrive in education. At The Greville, we regularly assess attendance data to identify absence trends & use preventative discussions/meetings with families to listen, understand and support to help remove barriers and improve attendance. Where needed, we will formalise support to nurture improvement with Attendance Contracts and as a last resort we will consider intensifying support &/or enforce legal sanctions.

Where absence continues and support therefore needs to be increased, an Attendance Contract (AC) will be offered to formalise support. This is a nurturing plan of improvement to help prevent further escalation. Achievable & individual targets will be set & reviewed regularly, with the aim of improving attendance. An AC can run alongside other means of support e.g. FSW, TAF meeting.

Legal action (Penalty notice or prosecution) *may* be requested from the Local Authority if unauthorised term time absence is taken, or if overall absence continues, reaches or exceeds the National Threshold, despite Steps 1-4 being attempted.

Step 3 - Formalised Support

Step 5 - Legal action - no improvement

Step 1 - identify, Assess & Prevent

At The Greville, our daily actions and processes aim to promote positive working relationships with both children and families to prevent absence. As a school, we closely monitor attendance data trends & absence patterns which helps to inform supportive conversations with families. The trigger for initiating a conversation is when a child's absence is at risk of reaching the new National Threshold (10 sessions of school missed = 10 half days or 5 full days). We ensure all parents & caregivers are made aware if their child is reaching this threshold by one of the following options: letter, phone call or initial face-to-face meeting.

Amber letter sent

Step 2 - Early Absence Support

We move to this step if the National Threshold for absence is met (authorised or unauthorised) to work together to prevent further absence occurring. An initial discussion & meeting will be offered to identify if early support or reasonable adjustments are needed. At this stage, we will also explore other options for additional support e.g. school's Family Support Worker (FSW), a Team Around the Family (TAF) etc.

Red letter sent

Step 4 - Warnings - Concerns Remain

Where the support offered in Step 2 or Step 3 has been unsuccessful &/or declined, a 'Formal Warning' or a 'Notice to Improve' letter will be issued to reinforce the need for immediate improvement. School will also seek advice from the Local Authority.