



Rush Common School Attendance Procedures

Stage	Procedure	Staff member responsible
<p>Stage 1 Pupil is absent from school (1st day of absence)</p> <p style="text-align: center;">↓</p>	<p>Teacher to complete the register.</p> <p>If reason for absence not given, school office to call home to establish reason.</p> <p>Reason noted on Bromcom (MIS system).</p> <p>If school cannot contact parents, Senior Leader to visit the listed address.</p> <p>Any concerns about a child's absence to be communicated to DSL.</p>	<p>Class Teacher</p> <p>Office Staff</p> <p>DSL (if required)</p>
<p>Stage 2 Attendance below 95% Pupil at risk of becoming persistent absence (PA).</p> <p style="text-align: center;">↓</p>	<p>On a half termly basis, Attendance Lead will analyse the data for any pupils whose attendance has fallen below 95%. AL will look at reasons why for each pupil based on authorised/ unauthorised attendance.</p> <p>Attendance lead shares with class teachers and Pupil Support and Welfare Lead through termly attendance analysis.</p> <p>Call parents/carers to discuss attendance rate and offer support for this where necessary.</p>	<p>Attendance Lead (AL)</p> <p>Office Staff</p> <p>Class Teacher</p> <p>Pupil Support and Welfare Lead (PSW)</p>
<p>Stage 3 Absence continues (falling below 90%).</p> <p style="text-align: center;">↓</p>	<p>Phone call home by AL or PSW Lead to discuss attendance.</p> <p>Letter home from Headteacher if required.</p>	<p>Office staff to send letter after discussion with Attendance Lead and Headteacher.</p>
<p>Stage 4 Absence continues.</p> <p style="text-align: center;">↓</p>	<p>Further contact with parents and parent contract initiated.</p>	<p>Headteacher</p> <p>Pupil Support and Welfare Lead.</p>
<p>Stage 5</p>	<p>County Attendance Team to be contacted.</p>	<p>Headteacher/Pupil Support and Welfare Lead.</p>

Across the whole school year:

Pupil attendance	Time in school lost
95%	9.5 days
90%	19.5 days
85%	28.5 days
75%	47.5 days