

New Attendance Recovery System/ Escalation System

Absence is taken very seriously at The Dormston School. Not only does it have an impact on a pupil's progress, it is also the biggest safeguarding issue we have in school. If they are not here they cannot learn and we do not know if they are safe. With this in mind we have a new Attendance recovery system in place after covid which has an escalation system that will be introduced in September and will be for all pupils. That consistent approach to absence is pivotal if we are all going to improve together. With this in mind we have put the escalation system in place:

Stage 1 – 5-7 missed sessions – email/phone call home

We always speak to the parent at stage one of our procedures. This opens a dialogue between home and school very early in the process and enables the message to be received by the parent in a friendly and supportive way. We remind parents of our concern at stage one rather than notifying them of the law. This supports a working relationship in the best interests of the child. We do state if they need support in getting their child to attend regularly to let us know so that we can support them.

Stage 2 – 15-17 missed sessions – letter sent home from Head of House

At stage two, we notify parents of our continued concern by writing to them. We may also notify them via email or text message that a letter has been sent to them. This letter contains factual information relating to their absences and signposts support to increase attendance. At this stage, we notify parents of the process should attendance continue to decline.

Stage 3 – 25-27 missed sessions – letter sent home inviting them in for a meeting

At stage three, we invite all adults with parental responsibility into school for a formal parenting contract meeting with a senior member of staff and any other staff that are involved in with the child. The purpose of this meeting is to formally identify any barriers leading to the poor attendance of a child. A contract will be implemented during this meeting to set out strategies that school will put in place to support and the realistic targets put in place for the child. This will be reviewed in 4-6 weeks. Parents are made aware in this meeting of the local authority's process should attendance continue to decline. The offer of an Early Help Assessment (EHA) will be made during this meeting. To equip staff with the knowledge of in-school provision available, this whole school matrix of intervention can be used during meetings and calls with parents to identify potential additional specific provision which can be used to support attendance improvement on an individual level.

Stage 4 – ESS Referral made to the Local Authority

We have fostered an outstanding relationship with the Local Authority attendance team in recent years and have modified our paperwork to ensure a seamless transition from school to local authority command which supports fast-paced processing of our attendance referrals.

As you can see from this system. We will give parents/carers and pupils every chance to improve their attendance with the interventions we will put in place to support them. However, we feel it is really important to treat every pupil the same and to follow the same systems.

Dormston School Escalation Stages for Attendance Concerns

