



Cheetwood Primary School: staged approach to attendance



Stage 1 – Everyone

Cheetwood is a school where every child belongs.

We create a welcoming environment built around our ethos and values which allows all children to gain a sense of belonging to the Cheetwood family.

Good attendance is the key to enabling children to get the most from their learning and to help them to become resilient, confident and to support them to realise their full potential.

Parents will receive termly letter setting out their child's attendance and punctuality for the term.

1

Stage 2- below 95%

This could indicate a growing concern around attendance.

Informal conversation with parents to explore any possible barriers to attendance and any support that may be needed.

Parents will continue to receive termly letter setting out their child's attendance and punctuality for the term.

2

Stage 3 – below 90%

This indicates a serious concern regarding attendance

School attendance team will consider and review patterns of attendance and take into account any specific issues – such as serious illness.

Attendance letter will be sent to parent and a meeting scheduled with a senior leader.

Within the meeting barriers to attendance will be explored and an action plan for attendance created to improve pupil attendance.

External support such as early help may be offered if needed.

3

Stage 4: monitoring

A review meeting for attendance will be scheduled for the following half term. If the child's attendance has improved monitoring will continue until the child's attendance reaches 95% within the half term.

If there has been no improvement or attendance has decreased, parents will be issued with attendance letter stage 2 and invited into a meeting with the headteacher and attendance team. During this meeting the action plan will be reviewed, barriers to attendance discussed and a parenting contract put into place as required.

External support will again be considered.

4

Stage 5:

A review meeting for attendance will be scheduled for the following half term. If the child's attendance has improved monitoring will continue until the child's attendance reaches 95% within the half term.

If there has been no improvement or attendance has continued to fall, parenting contract and attendance plan will be reviewed as will all offered support.

If all avenues have been exhausted and support is not working or being engaged with the school will submit its concerns and all attendance information to Manchester City Council in line with working together to improve school attendance.

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