

A STAGED APPROACH: ENSURING EXCELLENT ATTENDANCE FOR ALL

Everyone

Cheveley is a school where every child belongs. We create a welcoming environment; allowing all children to gain a sense of belonging in a place where they can achieve well academically through, excellent school attendance.

1

Below 96% attendance

This could indicate a concerning level of absence.

Information letter sent to parents.

Early intervention considered, as a preventative measure: possible Early Help support offered.

2

Below 90% attendance

Serious concerns regarding attendance.

Letter sent to parents and a meeting with Head Teacher arranged.

Explore barriers and implement a programme to remove them. Early Help support to be reviewed or offered.

3

A review meeting is scheduled for the following half term. If the child's attendance has improved : continue with monitoring and support until the child reaches 96% within a half term.

If there has been no improvement, or attendance has decreased further: a further letter is issued to parents and a Parenting Contract is considered. Early Help support to be reviewed or offered. Continued implementation of internal and external support.

4

A review meeting is scheduled for the following half term. If the child's attendance has improved : continue with monitoring and support until the child reaches 96% within a half term.

If there has been no improvement, or attendance has decreased further: review the Parenting Contract and all support, as well as offers of support. All avenues have been exhausted and support is not working or being engaged with. The school will now submit a formal referral to Cambridgeshire County Council Attendance Service for further intervention, in line with Working Together to improve school attendance.

5

