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| **Child / Worker Details** | | | | | |
| **Child Name** |  | **Date of Birth** |  | **Year Group** |  |
| **Staff Name** |  | **School** |  | **Stage 1 End Date** |  |

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| **School Attendance Intervention Actions** | | | |
| **Type of Action: Enforcement** | **Date** | **Type of Action: Early Help/Support** | **Date** |
| **School Letter N**   * For use if N letters exist on attendance certificate but no reasons for absence have been received from parent. * All N’s should be unauthorised (turned to an O code) if no reason for absence is received from the parent within 2 weeks of the absence |  | **School Letter 2**   * For use should unauthorised absence continue following the issuing of School Letter 1, and if Letter MED has not resulted in medical evidence being received * Letter 2 reinforces positives of regular attendance, offers support, highlights that attendance is being monitored, whilst warning of possible consequences i.e. PNs |  |
| **School Letter 1**   * For use if a pupil’s attendance/absence drops below the school’s expected level of attendance (i.e. 95% or 3 separate instances of absence) * Letter 1 acts as a low level warning letter to remind parents of the impact of poor attendance and puts attendance into context whilst offering support |  | **School Letter 3**   * For use should unauthorised absence still continue and parent/carer(s) have failed to engage with the school. * Parent is invited to attend meeting with School Attendance Contact to discuss reasons for absence and to consider possible support measures. |  |
| **School Letter Med – After Letter 1**   * For use if a pupil is recording levels of absence due to illness or medical absences (I or M codes) but no medical evidence has been forthcoming. |  | **School Pastoral/Support Meeting** |  |

| **Contact Log – Summary of contact/actions relating to attendance** | | |
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| **Date** | **Details of Contact** | **Staff Initial** |
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**Next Steps:**

1. **If through contact with parent/carer(s) it becomes apparent that the family have unmet needs that require additional/intensive support then consider:**

* **Requesting Stage 2 School Attendance Intervention** from your Attendance Improvement Officer (if school has Service Level Agreement with Education Safeguarding Team) or conduct Stage 2 School Attendance Intervention Process – Attendance is below 90% in the last 12 weeks and unauthorised absence has been recorded
* **Completion of Early Help Assessment** - please refer to EHA guidance on Bradford Schools Online - <https://bso.bradford.gov.uk/content/prevention-and-early-help>
* **Referral to Children’s Social Care -** <https://www.bradford.gov.uk/children-young-people-and-families/safeguarding-children/safeguarding-children/>

1. **If the parent/carer has failed to engage with you, or the pupil continues to record unauthorised absence and no satisfactory reason for absence has been provided consider:**

* For low levels of attendance – **Request for Poor Attendance Penalty Notice -** <https://bso.bradford.gov.uk/content/penalty-notices>
* **Requesting Stage 2 School Attendance Intervention** from your Attendance Improvement Officer (if school has Service Level Agreement with Education Safeguarding Team) or conduct Stage 2 School Attendance Intervention Process – Attendance is below 90% in the last 12 weeks and unauthorised absence has been recorded