



Attendance Monitoring Procedures

Bromley Hills has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

Absence procedure

1. On the first day of absence a text is sent, followed by phone call if no response from text, administered by the school's attendance officer.
2. 0-5 days absence, where no response or message has been received, a letter is sent to parents/carers. Repeat texts and phone calls made daily.
3. 6+ days of absence - Parents/Carers invited in for a meeting, where a formal action plan to support attendance is written and individual attendance targets included. Date also for review meeting.
4. If no response from parent/carer then a home visit is carried out by a member of SLT with a member of office staff. If no contact made, then a referral to social services is carried out informing them of a safeguarding concern.

Monitoring procedure

1. The attendance officer monitors attendance and reports to the headteacher, detailing weekly attendance to date and discussing concerns.
2. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the headteacher.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'U' codes are used to indicate that the pupil is absent for a reason not yet provided and a letter is sent requesting a reason for the absence.
5. Any U codes not established after a week are recorded as an unauthorised absence.
6. If a pupil's attendance falls below **95 percent** the reasons for the absences will be triaged and considered on a case-by-case basis. If necessary, an initial letter is sent home raising concerns that their attendance has fallen below the school's expected standard and will be monitored.



7. If the pupil's attendance continues to fall, then a second letter is sent home, informing parents/carers of the need to improve their child's attendance.
8. If the pupil's attendance continues to fall, then a third letter is sent home, informing parents/carers that absences will not be authorised unless medical evidence is supplied.
9. If a pupil's attendance falls below **90 percent**, and parents/carers have already been informed about attendance concerns, they are invited in for a meeting, where a formal action plan to support attendance is written and individual attendance targets included. A review date is also set, and the child's attendance will then be monitored. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local authority's School Attendance and Education Support Services (SA&ESS), who will then review the case and decide on the appropriate course of action.

During the monitoring, and if **targets are met**, a letter is sent home from the headteacher to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continue until attendance stabilises to **above 95 percent**.

During the monitoring, if targets are **not met**, parents/carers are invited in for a meeting to review the previously agreed plan and discuss a request for early Help support. If the parents/carers agree, school will make a referral to Early Help. If the parents/carers don't agree then the attendance officer will make a referral to the School Attendance and Education Support Services (SA&ESS). An officer from SA&ESS will then review the case and decide on the appropriate course of action, which may involve a written warning and/or a fixed-penalty notice.