

Thresholds Flowchart Secondary

Thresholds	Actions that MUST be Taken	Actions that COULD be Taken
<p>Stage 0 96 – 97% or less than 5 days/10 sessions absence</p>	<ul style="list-style-type: none"> Tutor positive phone call Stage 0 reminder letter 	<ul style="list-style-type: none"> Tutor-level rewards for 100% attendance Postcards for excellent attendance
<p>Stage 1 96% and below or 5 days/10 sessions or more of absence</p>	<ul style="list-style-type: none"> Tutor meetings Stage 1 letter sent 	<ul style="list-style-type: none"> Postcards for improving attendance Internal target set Signposting to relevant websites for support Offer parents a pastoral phone call
<p>Stage 2 95% and below</p>	<ul style="list-style-type: none"> 94 – 95%: Stage 2 letter sent, and action/s chosen from: <ul style="list-style-type: none"> Motivational interview with the Attendance Officer HOY meeting Barriers to attendance questionnaire Referral to external agency as needed (EH) Internal target setting Medical evidence required for future absences 91 – 93%: Parent Meeting with the Attendance Officer to discuss barriers to attendance 	<ul style="list-style-type: none"> Barriers to attendance questionnaire completed Child-centred support plan put in place Regular meetings with the Pastoral Team to discuss barriers School Health referral if appropriate 91-93% Attendance report tracking with the Attendance Officer to measure and analyse marginal gains 91-93% Parenting contract
<p>Stage 3 90% and below Persistent Absence</p>	<ul style="list-style-type: none"> Stage 3 letter sent Barriers to attendance questionnaire must be completed and a child-centred support plan put in place which is reviewed regularly Medical evidence must be secured for absences EWO/LA referral for caseload escalation Parent meeting with the EWO/LA Attendance Support Officer with a parenting contract 	<ul style="list-style-type: none"> EWO/LA Casework Referrals to external agencies as needed based on the barriers to attendance questionnaire Weekly pupil meetings with the Academy Attendance Officer and or Pastoral team Emergency EHC review if appropriate Education Supervision Order (ESO) Referral to CAMHs if appropriate
<p>Stage 4 50% and below Severe Absence</p>	<ul style="list-style-type: none"> Stage 4 letter sent which may lead to EWO/LA casework and pre-legal target/FPN A severely absent case manager to be assigned- weekly contact with the child and family (if the child is SEN this should be the SENCO, if they are LAC or have a social worker this should be the DSL) Medical Evidence for any authorised absence Case manager to review previous barriers to attendance questionnaire and complete again and review child-centred plan 	<ul style="list-style-type: none"> Referral to Social services if appropriate Educational Psychologist referral if appropriate Education Supervision Order (ESO) AP provided by the LA – as a result of 15 days or more missed due to illness