

# Attendance pathway

Schools requested extra support with attendance as some schools are struggling to return to pre-pandemic levels of attendance. We intend to consult with you soon on the proposals for a traded service which would increase capacity for further individual case work with families. A wider Attendance Strategy is planned which will cover below in more detail. There is more training planned on trauma informed strategy, addressing persistent absence, emotion based school avoidance tools, social care thresholds for educational neglect and legal processes for penalty notices and prosecutions. A 'Reducing anxiety conference is planned for October 2023, please see this week's bulletin for more information. There are two areas currently running Attendance projects as part of their TASS locality group work. Please contact your local Education Partnership Officer for more information :

- Pennine – [Alan.garner@lancashire.gov.uk](mailto:Alan.garner@lancashire.gov.uk), [Alicia.dixon@lancashire.gov.uk](mailto:Alicia.dixon@lancashire.gov.uk)
- Central Lancs – [Alison.Walsh@lancashire.gov.uk](mailto:Alison.Walsh@lancashire.gov.uk)
- Morecambe Bay – [Craig.Brown@lancashire.gov.uk](mailto:Craig.Brown@lancashire.gov.uk)
- West Lancs – [Claire.Fox@lancashire.gov.uk](mailto:Claire.Fox@lancashire.gov.uk)
- Wyre – [Andrea.sandiford@lancashire.gov.uk](mailto:Andrea.sandiford@lancashire.gov.uk)

## Level 1 – School checklist

- Consistent first day response, conducting home visit if absent for 2/3 days
- Pastoral staff, know to the child, where capacity allows to conduct home visits with family, arrange Team Around the Family meetings, set targets to improve using EBSA strategy ATTEND form for support [september-2022-ebbsa-guidance-toolkit.pdf \(lancashire.gov.uk\)](#)
- Consider using Appendix B of the EBSA strategy to complete school audit of attendance
- Consider whether all SEND needs have been addressed/assessed
- Include an attendance section as part of Reception parents' induction meetings
- Hold termly panel meetings with parents
- Ensure your attendance governor is involved and is aware of issues
- Consider a flexible return, part time timetable (with a fixed end point), start in nurture space and slowly reintegrate into mainstream school – ensure local authority have been informed of this
- Consider being involved in local schools' cluster group which focuses behaviour/attendance
- Communication with parents termly regarding their child's attendance to ensure all are aware – make comparisons with rest of form/school if this helps – make sure all parents can access this communication
- Ensure all staff speak positively to children on their return (no sarcastic responses)
- Ensuring Attendance policy is parent friendly/reviewed regularly and that all staff/families are aware of this and it is followed consistently
- Consider use of extra-curricular activities/breakfast clubs to encourage children into school
- Treats/visits planned for Mondays and Fridays where possible to avoid dips on those days
- Consider mental health referral, advice from school nursing service/mental health support workers
- Refer to specialist teacher or education psychologist for support
- Whole school traffic light system rather than using percentages which can confuse families
- Training for staff on emotion-based school avoidance

- Attendance is 'everyone's business' – the responsibility lies with all staff – should be on agenda of daily SLT meetings, everyone should know data for their form/year group and be challenged around this on steps taken to reduce this
- Use form tutors/staff member with good relationship with child to root out cause of non-attendance – make sure have time to address the issues with the child – ensure they are trained/use EBSA tools to support – card sort etc.
- Good communication/information sharing within school, all information stored in one place so easily shared with LA
- Consider advice to parents as to how to deal with their child in the morning if anxious - [Anxiety in children - NHS \(www.nhs.uk\)](http://www.nhs.uk)
- Offer clean uniform and consider period poverty
- Check if eligible for FSM and are taking up this offer
- Consider timetable changes to improve relationships in classes
- Create attendance mentors/peer buddies within the pupil leadership team in school
- Work closely with any other support workers involved with the family – health, CFW, social care, to ensure consistent messaging
- Consider an early help assessment for wider family support
- Contact your CFW link worker to assist you in gaining consent from families or next steps
- Consider whether hospital home tuition is appropriate if unfit to attend school – this would need medical evidence and meet threshold of medical panel
- Regular student voice to see if anything more school can do
- Consideration of anti-bullying policy/behaviour policy and its impact of attendance
- Parental engagement strategies – are letters able to be understood by families with low literacy levels, proactive/supportive approach rather than disciplinary approach to engaging families, ensure all parents/extended family members that could help are involved in the conversations
- Improve transition information shared between schools to include attendance concerns
- Consider joining the Attendance Project run by the Education Partnership Officers offered in the Central Lancs/West Lancs area to gain peer support from other schools/services
- Communication campaign from the council to encourage children into school particularly on days after half terms/hot spots.
- Communications campaign using Education Partnerships officers for local leaders to also deliver key attendance messages
- All schools to meet with Attendance Support worker every term to discuss attendance and how we can support you to improve
- Consider trauma informed training offered via Virtual School Audrey Swann

## **Level 2 – Attendance Support from Local authority**

- Refer to attendance support consultant to complete deep dive into attendance and support (eventually this may become a traded service model) – [Julie.lloyd@lancashire.gov.uk](mailto:Julie.lloyd@lancashire.gov.uk) or [Debbie.ormerod@lancashire.gov.uk](mailto:Debbie.ormerod@lancashire.gov.uk) in her absence.
- Start to consider whether Education Supervision Order is appropriate with this family please discuss this with the attendance team for further support
- School to consider Graded Care Profile
- If attendance is less than 75% please refer to your link CFW worker for further support as per the CME/PME pathway

### **Level 3 – Escalation to other services**

- Consider CFW multi agency response, is a strategy meeting appropriate ?
- Consideration of the prosecution process for the family only after all avenues have been exhausted by referring to the legal team which could be Education Supervision Order or prosecution

### **Level 4**

- In circumstances where the school intends to seek attendance legal advice and the parents are at risk of prosecution due to their child's absence, or consent to provide support is not forthcoming despite repeated efforts, then a request for a multi-agency strategy discussion should be made to Children's Social care or a referral to MASH if urgent assistance is required.