

# Colmers Farm Primary School

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Dear Parents / Carers,

In order to best support families to improve the attendance of children at Colmers Farm Primary School, we have joined the **'5 Foundations of Effective Attendance Practice'** network. This approach looks at the **number of days absence** a child has over an academic year, as opposed to their percentage attendance at any stage during the year. The aim of this change in approach is to clarify the expectations and to make clearer the current attendance of each child in school at any given time in a fair and proportional way.



**5 Foundations Of Effective Attendance Practice**

Once children reach certain levels of absence, letters will be sent to families to offer support and try to prevent further school absence. This approach will allow the response to be proportional to days lost over the full school year and be a more accurate indicator of poor school attendance.

Number of days absent in a school year	Support and response from school.
4 days absence	Concerning levels of child absence, internal monitoring, Stage 1 letter sent to parents. Early help offers explored.
7 days absence	Serious concerns regarding attendance, Stage 2 letter sent to parents. Meeting with Pastoral Lead. Early help offer reviewed / re-offered.
10 days absence	Child is at high risk of becoming a persistent absentee, Stage 3 letter sent to parents to arrange a SARM meeting. Consider external support.
13 days absence	Child is at serious risk of becoming a persistent absentee, formal warning notice sent to parents. External support discussed.
16 days absence	The school will work closely with the LA. All avenues have been exhausted and support is not working or being engaged with. The school will now enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education. Continued support for the child and family.
19 days absence +	The child is now considered a persistently absent child. PA is when a pupil's attendance is below 90%. The child and family will continue to be supported. Safeguarding referrals can be made at this stage.

Going forwards, all communication will be in relation to days absence and support offered in accordance with this approach.

Should you require any further information, please contact Miss Kelly via the school office.

Yours sincerely,

Miss Kelly  
Deputy Head Teacher and Attendance Lead



SCHOOL MEMBER