

Support First Roadmap

For Schools

School Attendance Policy

- School clearly outlines expectations, processes and procedures regarding school attendance
- Ensure that the School Attendance Policy is readily available

Leave of absence (term time holidays)

- Addressing leave of absence requests within 5 school days
- Use of Fixed Penalty Notices

Putting the right support in place early

- Appropriate referrals to agencies, services and colleagues for support packages
- Consider reasonable adjustments to encourage school attendance
- Use of rewards and incentives to support improved school attendance

Moving to a more formal approach

- School Attendance Meetings (SAM's) and Attendance Contracts should be considered at this stage

Initial Interventions

- A supportive well-being check with the parent/carer and pupil to understand the reasons for absence
- Use of letters, meetings, seeking medical evidence to advise and resolve attendance concerns early
- Opportunity to provide appropriate support and signposting if concerns are identified

Consideration of Fixed Penalty Notices for unauthorised absence

- Use of Notice to Improve
- Use of Fixed Penalty Notices

Declining Attendance

- Listening to the parent/carer to understand the concerns before moving to a more formal approach
- Working Together with other professionals to make a positive impact with the aim to avoid legal intervention

Legal Intervention

- Considering legal action when all supportive measures have been explored. Creating a timeline / chronology and consider making a referral to gain support from the Local Authority

