

Bishopton Primary School Attendance

Staged Approach 2025-2026

Core Principles: Attendance is everyone's responsibility
| Every day counts | Every child belongs |

STEP 1 — Identify, Assess and Prevent

We closely monitor attendance every day to spot any early signs of concern (if attendance drops below 95%). If your child's attendance needs attention, we will start a conversation—not just based on days missed, but our professional judgment.

What we do:

- Praise good attendance and offer incentives.
- Follow up quickly if your child is absent.
- Communicate any concerns with you early.
- Process absence requests.
- Carry out home visits if needed to support your child's safety.

What you can expect from us:

- A friendly conversation with your child's teacher, school office or Attendance Lead.
- Attendance, punctuality, or half-term attendance letters/emails if needed.

STEP 2 — Early Absence Support

If attendance concerns continue where it is between 95% and 93%, we invite families to discuss any challenges that might be causing absence. We'll explore ways to support you and your child, which may include an Attendance Support Plan or sign posting for internal/external support or the offer of Early Support.

What you can expect from us:

- A conversation with the Attendance Lead, Assistant Head Teacher, or senior staff.
- An invitation to an Attendance Support Plan meeting and/or Early Support Assessment.

STEP 3 — Formalised Support

If absence still continues below 90%, we may create a School Led Attendance Contract. This is a 3–6 month plan with clear, achievable targets to help improve attendance. We'll ask for medical information if relevant and continue to work with other support services. Your child will be discussed with our Attendance Advisor in our termly support meetings.

What you can expect from us:

- Discussions with the Deputy Head Teacher, Attendance Lead, or senior staff.
- Invitation to a School Led Action Plan meeting.
- Possible involvement of an Attendance Advisor

STEP 4 — Warnings

If support at previous steps hasn't led to improvement or has been declined (below 90%), referral to Warwickshire Attendance Service whereby a Formal Warning or Notice to Improve will be considered. They may also consider a Family Court Order as an alternative to prosecution. The Attendance Advisor will oversee this stage.

What you can expect from us:

- Conversations with the Head Teacher, Attendance Lead, and/or Attendance Advisor
- Invitations to further meetings with Local Authority representatives.

STEP 5 — Legal Action

If attendance still doesn't improve, legal action such as a Penalty Notice or Prosecution may be taken by the Local Authority. For children with severe absence (below 50%), a referral to Children's Social Care may be made for more intensive support.

What you can expect from us:

- Discussions with the Head Teacher, Attendance Lead and/or Governor representative.
- Attendance Advisor will lead any legal action.