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| **Attendance processes:****Weekly or each visit** |  |
| Weekly actions (or each visit) for school and EWO:* Visits should be face to face in school whenever possible.
* EWOs should be seen with a member of SLT (if school attendance is an issue/priority) and the attendance lead for school. Not admin.
* EWO and school should look at weekly and year to date attendance % each visit.
 | * School should have all printouts ready before EWO arrives
* **Look at PA** list with EWO. Go through all actions for all PA children. Be proactive move through the EWO actions as quickly as is possible.
* School and EWO should be recording all actions every week.
* Make appointments with parents of PA children for the following week.
* **Look at 92-90% list**. Make appointments for the following week to discuss how we can support parents to stop attendance falling below 90% and increase to school target of 97%
* EWO then completes their actions and brings logs back to school the following week/visit.
* Actions from last week should be checked and completed.
* Meetings in school should be arranged as often as possible.
	+ School staff and EWO “How can we support you to have 97% attendance?”

Actions and challenge from both school and EWO are planned together.* School to use the formal referral system as per the Service Level Agreement
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| **Attendance processes:****Half termly:** |  |
| * Face to face planning session to look at priorities from data or other sources.
* Data- look at attendance% and PA%. Compare with National and previous year
* Look at group data
* Identify priorities for next half term

**Attendance processes:** **Termly:** | * School should have all data ready before EWO arrives
* EWO to provide school with impact statement of previous half term. (eg. 9 letters sent, 5 visits made etc)
* Time limited incentives should be planned for specific groups or whole school as appropriate.
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| * Face to face planning session to look at priorities from data or other sources.
* Data- look at attendance% and PA%. Compare with National and previous year
* Look at group data
* Identify priorities for next term
 | * EWO to look for patterns of poor attendance. (Has a child had 5 Mondays off)
* Any child who has poor attendance and distance is a barrier to be discussed with EWO and places found in a closer school.
* Summer term- transition information to be prepared for next school and EWOs to liaise.
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| **Attendance processes:** **Yearly:** |  |
| * Secure SLA with SIL
* Look at Attendance management plan(AMP) with EWO
* Decide on attendance targets and actions for whole year
* Redefine roles and responsibilities of all staff in relation to attendance
 | * Look at PA list from previous year.
* EWO will issue letters highlighting absence under or approaching PA rate of 90% for the previous academic year, at start of Autumn Term.
* Priority focus for the Autumn term will be to identify PA pupils from last academic year to target for improved attendance this year. School and EWO will formulate action plans for EWS involvement, based on the single referral/casework model.
* Hold panels weekly with EWO to look at PA in each year group.
* If parents do not attend EWO to do immediate home visit.
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| What else do the EWOs do? |  |
| * EWO will compile Attendance Reports for presentation to the Governors at selected Governors’ meetings, if required. EWO to be provided with advance notice of the dates of these meetings to allow for reasonable preparation of the Reports.
* The EWO will also conduct an independent check of attendance registers annually, highlighting to the school, any pupil whose attendance is unsatisfactory but has not been brought to the formal notice of the EWO.

The EWO will also carry out regular PA checks and bring any cases not referred to the attention of attendance staff for discussion. | * EWO will attend LAC Reviews / Case Conferences /EHAT Meetings, as appropriate to the needs of the child, school or other agencies.
* EWO will pass on examples of good practice from other schools/LAs.
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