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| Scripts for office staff to help promote good attendance.  BUT know your families!!  Staff to have PA and 90-92% lists and also SG information |
| If a child is absent and you have not been able to make contact….  “Good morning…………….is not in school today and we do not know why. It is your responsibility to contact us at the earliest point and report your child’s absence. It is our responsibility to account for every child every day. If you do not make contact with school then this may become a safeguarding issue and external agencies may be involved. Please contact school ASAP. If we do not hear from you a member of SLT may do a home visit” |
| If a PA child is absent….  “Good morning. How can we support you to get your child into school today?  Their attendance is currently …….. and they are classed as PA because their attendance is below 90%. We will allow them to be late today and it may be helpful to you to get them in for lunch.” “As they are PA their attendance will be discussed with the EWO this week”  Or  “Your child’s attendance is an open case with our EWO and they are not in school today. The EWO will be in contact with you to discuss this further” |
| If a child is 90-92%  “Good morning……. How are you? I hope that ….is feeling ok. I just wanted to inform you that their attendance could be in danger of falling into PA. How do they feel? Could they have some calpol and come in?” “Could they come in for this afternoon? We don’t want it to fall any lower.” |
| If you have not made contact with a family with health concerns of a parent/carer ensure SLT know so that a home visit can be made/considered. |
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