



# WARREN FARM

## PRIMARY SCHOOL

### Strategy for Supporting children at risk of Persistent Absence

#### 1. Whole-School Communication at the Beginning of the Academic Year

*Objective:* To establish a school-wide culture that emphasises the importance of regular attendance and informs parents about attendance policies and expectations.

*Action Steps:*

- **Welcome Letter:** Distribute a letter to all parents and guardians at the start of the school year, highlighting:
  - The critical role of consistent attendance in student achievement.
  - School attendance policies, including procedures for reporting absences.
  - Available support services for families facing challenges that may impact attendance.

#### 2. Notification Letter After 5 Days of Absence

*Objective:* To promptly inform parents when their child reaches five days of absence, considering both cumulative individual absences and long-term illness (LITT), and to offer support to prevent further absenteeism.

*Action Steps:*

- **Attendance Monitoring:** Regularly track student attendance to identify those who have accumulated five days of absence.
- **Notification Letter:** Send a personalised letter to parents/guardians stating:
  - The total number of days their child has been absent.
  - Concerns regarding the impact of these absences on the student's learning.
  - An invitation to discuss any challenges contributing to the absences and to explore available support.

#### 3. Parent Meeting After 6-10 Days of Absence

*Objective:* To engage directly with parents/guardians to identify and address barriers to regular attendance once a student has accumulated between six to ten days of absence.

*Action Steps:*

- **Schedule a Meeting:** Contact parents/guardians to arrange a face-to-face or virtual meeting at their earliest convenience.
- **Collaborative Discussion:** During the meeting:
  - Review the student's attendance record and express concerns.
  - Explore underlying causes of absenteeism, such as health issues, transportation challenges, or family circumstances.
  - Develop a tailored action plan to support improved attendance, which may include referrals to external agencies, adjustments to the student's schedule, or other relevant interventions.

**Additional Considerations:**

- **Consistent Follow-Up:** After the initial meeting, maintain regular communication with the family to monitor progress and adjust the support plan as needed.
- **Documentation:** Keep detailed records of all communications, meetings, and interventions related to attendance to inform future actions and support.
- **Positive Reinforcement:** Recognise and celebrate improvements in attendance to encourage ongoing commitment from the student and family.