

### Systematic staged approach

Responding to persistent and severe absence including poor punctuality

Stage	Approach	Actions from Compass School
Stage 0	<b>Implementation</b> of the attendance policy with pupils, parents/carers and range of stakeholders	Ongoing celebration, encouragement and rewarding of good, improved attendance and punctuality. Attendance will be monitored by the Attendance Officer and Safeguarding, Attendance and Guidance Coordinator at internal weekly audit meetings.
Stage 1	<b>Expect:</b> Aspire to high standards of attendance from all pupils and parents/carers and build a culture where all can, and want to, be in school	Punctuality letter  Medical evidence letter  Telephone calls  Home visits
Stage 2	<b>Monitoring:</b> attendance patterns closely monitored and taking action to celebrate or support.	Meeting with Attendance officer (online, telephone or in person)  Stage 2 letter
Stage 3	<b>Listen and understand:</b> When a pattern is spotted, discuss it with pupils and parents to understand barriers to attendance and agree how all partners can work together to resolve them	Meeting with Attendance Officer and Class tutor (in person)  Stage 3 letter  Action plan
Stage 4	<b>Facilitate support:</b> Remove barriers in school and help pupils and parents/carers to access the support they need to overcome the barriers outside of school.	Action plan  Notice to improve warning letter  FPN
Stage 5	<b>Formalise support:</b> Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond.	Stage 5 letter  Southampton school attendance referral  Other agency referrals
Stage 6	<b>Enforce:</b> Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education	Southampton school attendance enforcement  Fixed penalty notice