

ATTENDANCE SUPPORT FRAMEWORK- LAUREL LANE PRIMARY SCHOOL

This document outlines a tiered framework for supporting families with attendance and punctuality challenges. It provides clear actions and interventions at each level of concern, ensuring a consistent, proactive approach to improving attendance. The purpose of this document is to guide staff in applying appropriate strategies to help children with attendance and punctuality challenges re-engage and succeed.

Punctuality	Low Attendance- Below 95%	Low Attendance- Below 90%	Low Attendance- Below 85%	Improving Attendance
Letter Home	Letter Home	Letter Home	Letter Home	Letter Home
Meeting With Attendance Champion (Class Teacher)	Meeting With Attendance Champion (Class Teacher)	Meeting With Attendance Champion (Class Teacher)	Meeting With Attendance Champion (Class Teacher)	Awards Presented Half Termly
Meeting With Member of Safeguarding Team -Morning / Bedtime Routines	Meeting With Member of Safeguarding Team - Morning / Bedtime Routines	Meeting With Member of Safeguarding Team - Morning / Bedtime Routines	Meeting With Member of Safeguarding Team -Morning / Bedtime Routines	Check Ins With a Member of the Safeguarding Team
Breakfast Club Offer	Breakfast Club Offer	Breakfast Club Offer	Breakfast Club Offer	Attendance Champion (Class Teacher) to Monitor
Meeting With DSL -Housing / Financial / Housing Issues	Meeting With DSL -Housing / Financial /Housing Issues	Meeting With DSL -Housing / Financial / Housing Issues	Meeting With DSL -Housing / Financial /Housing Issues	Senior Attendance Champion to Monitor
	SENDCo Support (If needed)	Meeting With Senior Attendance Champion & Attendance Lead (Mrs Walker and Mrs Moffatt)	Meeting With Senior Attendance Champion & Attendance Lead (Mrs Walker and Mrs Moffatt)	
	Welfare Officer Support (If needed)	Early Help Referral -Stronger Families	Early Help Referral - Stronger Families	
		SENDCo Support (If needed)	SENDCo Support (If needed)	
		Attendance Contract Created and Shared With Family	Attendance Contract Created and Shared With Family	
		Welfare Officer Support (If Needed)	Access to School Clubs and Enrichment Opportunities	
			Support From Attendance Support Officer	
			Welfare Officer / School Improvement Support (If needed)	