

# Attendance

## Intervention Escalation Plan



Leigh Academy  
**Oaks**



Regular attendance is essential for student learning and success. This Attendance Intervention Escalation Plan provides a clear, tiered process for identifying attendance concerns early and responding with timely, supportive interventions. Our goal is to work collaboratively with students, families, and staff to remove barriers, strengthen engagement, and promote consistent attendance for every student.

### Stage One

Thresholds/Triggers	What you can expect from us	How we will monitor your child's attendance
<b>If your child's attendance is 96% - 100%</b>	<ul style="list-style-type: none"> <li>Regular reminders of importance of good attendance, through the school newsletter, website etc</li> <li>Termly attendance awards - In2Win (95% and above for the term)</li> <li>First day of absence phone calls</li> <li>Termly reminder for parents to check their child's attendance on MCAS</li> <li>Requests for term-time holidays to be declined</li> </ul>	<ul style="list-style-type: none"> <li>Attendance tracked through BromCom</li> <li>Attendance team to monitor individual group and whole-school attendance to identify any concerns</li> <li>Class teachers to be on alert for any absence patterns</li> </ul>

### Stage Two

Thresholds/Triggers	What you can expect from us	How we will monitor your child's attendance
<b>If your child's attendance drops between 93% - 96% attendance OR has three or more late arrivals over a half term OR An unexplained or unauthorised absence - you have not called to tell you us your child is going to be absent</b>	<ul style="list-style-type: none"> <li>Pupils will continue to receive the universal support offered to all pupils at Stage One</li> <li>Class teacher will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance and pass to attendance team via email</li> <li>Attendance reminder sent home via a letter</li> </ul>	<ul style="list-style-type: none"> <li>Attendance tracked through BromCom</li> <li>Pupil's data checked weekly</li> <li>Class teacher to monitor pupil more closely</li> </ul>

### Stage Three

Thresholds/Triggers	What you can expect from us	How we will monitor your child's attendance
<p><b>If your child's attendance drops between 90% - 93% attendance</b>  <b>OR Five or more late arrivals over a half term period</b>  <b>OR Subsequent unexplained or unauthorised absences - no contact from you as to why your child is absent</b></p>	<ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> <li>• Parents requested to attend a meeting in school to discuss attendance</li> <li>• Individual attendance plan and audit initiated - support will be offered in line with this plan</li> <li>• Consider whether any additional partners could be engaged - make referrals as needed</li> <li>• Four week review of attendance plan - phone call to parents if improvement is made, move to Stage Four if no improvement is made.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through BromCom</li> <li>• Attendance team to do weekly checks on pupils' data</li> <li>• Class teachers to monitor pupil more closely and report any concerns via email to the attendance team</li> </ul>

### Stage Four

Thresholds/Triggers	What you can expect from us	How we will monitor your child's attendance
<p><b>If your child's attendance drops below 90%</b>  <b>OR Continued late arrivals despite support offered at previous tiers</b>  <b>OR Continued unexplained or unauthorised absences despite support offered at previous tiers</b></p>	<ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> <li>• If no improvement in attendance, parents requested to attend meeting to review individual attendance plan</li> <li>• During plan review, those involved will identify whether any additional support could be offered by the school or partner agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through BromCom</li> <li>• Attendance team conduct daily checks of pupils' data</li> <li>• Class teacher to offer more direct support as needed</li> </ul>

### Stage Five

Thresholds/Triggers	What you can expect from us	How we will monitor your child's attendance
<p><b>If strategies introduced at stage four have failed to improve attendance OR Any thresholds for legal action have been met</b></p>	<ul style="list-style-type: none"> <li>• Pupils to continue to receive universal support offered to all pupils at Stage One and beyond</li> <li>• Support initiated at previous stages will continue as appropriate</li> <li>• The local authority will be notified of the school's concerns and the school will be led to next steps</li> <li>• Local authority to utilise appropriate legal powers to enforce attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through Bromcom</li> <li>• Attendance team conduct daily checks of pupils' data</li> <li>• Class teacher to maintain individual support as required</li> <li>• School to liaise with local authority regularly to support any measures that are being taken.</li> </ul>