**Kirkby CE Primary School**

**Attendance Graduated Response**

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| **Level 1** Variety of school - based interventions to celebrate and promote attendance and secure good attendance levels for all. | * First day response.
* Phone Call(s)
* Correspondence – highlighting concerns.
* Meeting in school with parent/ carer.
* Attendance Meeting.
* Attendance Panel – SLT
* Home Visits.
* Pick up / Drop off.
* Learning Mentor intervention/ class teacher intervention.
* Support Plan – targets set and reviewed.
* External agency support. (e.g. school nurse)
* Knowsley Early Help Assessment.
* Bronze, Silver, Gold Termly Badges
* Bronze, Silver, Gold Weekly Class Certificates.
* Weekly Class 100% Attendance Raffle/ Rewards
* Weekly Class Competition/ Rewards
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| **Level 2 Step 1** (School) | * Consider referral to School Attendance Service.
* SEN/ Academic Progress analysis.
* Provide attendance data and monitoring.
* Historical attendance – last 3 years.
* Any SEND information
* GP details and medical information.
* Historic or current multi agency support.
* Historic or current pastoral Support.

All of the above to be discussed with the School Attendance Officer for Casework.  |
| **Level 2 Step 2****Attendance Team**Traded School Attendance Officer | * Casework agreed as SAS meeting.
* Traded School Attendance Officer arranges an AIM meeting.
* TSAS decides what external agencies to invite.
* TSAS creates an Action Plan.
* TSAS Early Intervention support and strategies.
* TSAS reviews action plan after 3 weeks.
* 6 week monitoring period.
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| **Level 3- Attendance Team / Family First / Statutory Officer**  | * TSAS follows the step up process.
* Referral to Family First or Statutory Officer.
* TAF meeting.
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| **Level 4 – Social Care**  | * Referral to Attendance for Vulnerable Children Group for Educational neglect or Level 4 Children’s social care.
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Non engagement Level 1 -3 MARF referral.