

Our Graduated Response – Attendance

"Attendance is not just a number — it reflects the culture, care, and commitment of a school to every pupil's right to learn and thrive." (Ofsted 2025)

Our response to a positive culture around attendance and punctuality is outlined below, it includes the key roles and responsibilities of school and home to work together to improve attendance. Our graduated response also includes what may happen if an issue arises, with possible timeframes.

Tier 1: Universal/Whole School Approaches - For all pupils; preventative and culture-building

Overview of provision

At The Bramble Academy, we value the importance of good attendance and punctuality. Our days are focused on learning and the benefit of being in school every day to improve learning. Our aim is for the children to feel safe, included and supported.

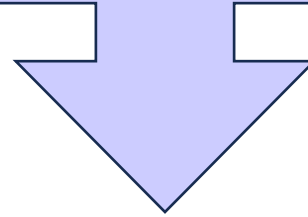
Good attendance and punctuality are celebrated through the progress in learning.

Roles and responsibilities

1. Clear policy in place and reviewed by SLT.
2. Class teacher to complete the registers.
3. Attendance Officer and Admin team to check the completion of registers and register codes.
4. First day absence procedures, such as home visits and calls to be completed by AO and Admin.
5. Parents to be in communication with school regarding absences.
6. Attendance Officer to prepare attendance figures for assemblies and displays
7. SLT to monitor attendance data and narrative, provided by Attendance Office every week and half term.

Timeframe

1. Reviewed annually.
2. Daily
3. Daily
4. Weekly, by Friday's assembly.
5. Weekly and half-termly.
6. Ongoing
7. Weekly and half-termly.



Tier 2: Early Identifying and Targeted Support - For pupils whose attendance falls below expectations or patterns suggest emerging concerns (e.g., 93–95%)

Overview of provision

Attendance school daily is a legal requirement of school aged-children. Whilst we understand that illness does happen, and children need to recover, however being in school when children are well and healthy is important for them to access their entitlement to education.

When attendance rates begin decline below expectations or patterns, we will work with you to identify any barriers and seek appropriate internal support.

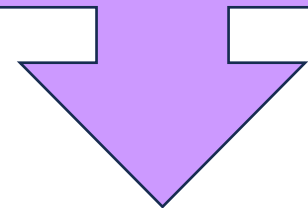
Our aim is to respond early, not reactively, to understand the reasons behind the absences.

Roles and responsibilities

1. Class teacher and Attendance Officer to identify children with concerning attendance.
2. 3. Attendance Officer to identify concerns with Attendance Champion. Weekly tracking of attendance will begin and recorded on CPOMs.
3. Attendance Officer to have an informal meeting with the child and parents/home regarding attendance concerns. A record of the meeting to be recorded on Insight and a review date set.

Timeframe

1. Weekly
2. As required.
3. As required, with a review period set of 4 weeks.



Tier 3: Targeted Intervention and Personalised Support Plan - For pupils approaching or at risk of persistent absence (below 90%)

Overview of provision

If attendance continues to become a concern, school will work with external agencies to support the child and family remove barriers. This can include an Early Help Referral or specialist agencies to support the child and family.

There will be an increase in monitoring and welfare checks if the child is absent from school.

Roles and responsibilities

1. Daily updates from Admin and Attendance Officer of key pupils' attendance and reasons.
2. SLT to monitor attendance data and narrative, provided by Attendance Office every week and half term.
3. CPOMs tracking to be updated weekly.
4. Formal attendance meeting held, with the completion of an Early Referral Request completed. Other specialist agencies may be explored with the Inclusion Team. Records to be kept on CPOMs.

Timeframe

1. Daily by 9:00am
2. Weekly and half termly
3. Weekly
4. Weekly and half-termly.

Tier 4: Intensive / Multi-Agency Support - For pupils with entrenched persistent or severe absence

Overview of provision

If attendance continues to be a concern, there will be an escalation of agencies asked to support the family. If the child is absent, there will be daily home visits and updates sent to any agencies working with the family for a joined-up approach.

Roles and responsibilities

1. Weekly tracking of attendance to be recorded on CPOMs.
2. Possible escalation to MASH or the Local Authority School Attendance Support Team.
3. Homevisits by attendance officer and admin.

Timeframe

1. Weekly
2. As required
3. As required.

Tier 5: Specialist, Statutory and Legan Intervention – for cases where non-attendance persists.

Overview of provision

School will fulfil its statutory duty to ensure children are safe and well.

Roles and responsibilities

1. Legal authority –led enforcement.

Timeframe

1. As required