

Attendance



Process at New Milton Junior School

Aspiration is for 100% attendance for all.

Our over-riding starting point centres on **support not judgment.**

Communication

Stages of Communication

***holidays are not approved; these days absent are not reflected in following process as unauthorised**

-class teacher speaks to parent

-personalised text/email from office, sharing number of days* missed

*NB: **days missed** not current %

- newsletter/ whole school email: emphasis on the value of regular school attendance to the individual and the school community; emphasis is on how we support

-Office to schedule meetings (initial and follow up reviews) with DHT

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| | <p>-letter summarising meeting; no authorised absence without medical note. 10 unauthorised sessions leads to meeting 2 and Home/School Attendance Plan agreed together.</p> |
| <p>All stakeholders</p> | <p>All stakeholders to receive access to:</p> <ul style="list-style-type: none"> ○ Attendance Support and Expectations at New Milton Junior School ○ Why Attendance Matters ○ Parent/ Carer Support Conversation Prompts ○ Potential text and letters that may be sent should a child’s attendance become a concern <hr/> <p>Parental Awareness</p> <ul style="list-style-type: none"> ○ clarity of support available ○ clarity of rationale of expectations ○ from September 2025, unless there are exceptional circumstances, we will fine for a holiday taken in term time |
| <p>Stage 1</p> | <p>Possible text/s sent from office</p> <p>Your child has missed x number of days, meaning x many lessons this week/month.</p> <p>Impact: Lessons build on what children already know and missing one may make tomorrow’s lesson more difficult.</p> <p>Possible text/s sent from office</p> <p>Your child has missed x number of days of school this year.</p> <p>Possible short-term impact:</p> <p>Lacking confidence in the following day’s learning, having missed previous lesson.</p> <p>Feeling worried at break times as friendships shift.</p> <p>Longer-term impact:</p> <p>Progress made over time will decline.</p> <p>Possible text/s sent from office</p> <p>Even on the trickier days, please know, by getting in to school, you are supporting your child’s physical, social and mental wellbeing as well as their academic progress.</p> <p>Text that will be sent from office weekly as appropriate</p> |

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| | <p>We are delighted to celebrate that [NAME] achieved 100% attendance last week. We thank you for your continued support to ensure (NAME) attends school every day.</p> |
| <p>Stage 2</p> | <p>Following minimal or no consistent improvement in attendance:</p> <ul style="list-style-type: none"> ○ Office to schedule meeting with Mrs Grinyer ○ Letter 1 sent following the meeting ○ Home School Attendance Plan written main points agreed in meeting ○ Review meeting scheduled by office 3 weeks later |
| <p>Stage 3</p> | <p>Following consistent concerns in lack of improvement in attendance:</p> <ul style="list-style-type: none"> ○ Office to schedule meeting with Mrs Grinyer ○ Review Attendance Plan ○ Share with parent/ carer the move to the SAST (Schools Attendance Support Team) ○ Letter 2 sent summarising the meeting ○ SAST (Schools Attendance Support Team) referral made (DHT/FSW) |

Relevant Resources

Attendance Support and Expectations at NMJS (stages):

Why Attendance Matters:

Conversation Pointers for you and your child:

Attendance Plan:

Letter 1

Letter 2

Agencies to Support

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| School nurse: | <p data-bbox="279 129 986 168">https://www.hampshirehealthyfamilies.org.uk/chathealth</p> <p data-bbox="279 224 767 271">Parents of 5-19-year-olds</p> <p data-bbox="279 315 612 353">Text 07507 332417</p> <p data-bbox="279 405 1166 448">Monday - Friday 8.30am - 4.30pm (exc. bank holidays)</p> |
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