

Graduated Response to Attendance – Bassett Green Primary School

LEVEL	ATTENDANCE %	RESPONSIBILITY
 EXPECT	96–100%	 Support Staff – Spot patterns, raise with class teacher  Class Teachers – praise pupils, encourage routines, informal conversations with parents, celebrate attendance in assemblies, escalate to CPOMs  Attendance Officer – monitor registers, track lateness
 MONITOR	94–95.9%	 Attendance Officer – send letter/email, track data  Class Teachers – raise at parents' evening, praise improvement  Phase Leaders – check context, support families where patterns emerge
 UNDERSTAND	90.1–93.9%	 Attendance Officer – log absence  Phase Leaders – informal support phone call to discuss barriers  Assistant Head – oversee consistency  SEND Co/DSL – advise if SEND/medical/safeguarding
 FACILITATE (PERSISTENT ABSENCE)	85.1–90%	 Attendance Officer – send formal letter, arrange meeting, liaise with ESO  Phase Leaders – lead meeting with family  Assistant Head – review case before escalation  SEND Co – ensure adjustments for SEND  DSL – contact GP if safeguarding/medical concerns
 FORMALISE	80.1–85%	 Deputy Head – chair Attendance Panel, oversee escalation, monitor cases  DSL – safeguarding oversight, authorise and lead safe & well visits, support panel  SEND Co – SEND adjustments, support panel  Attendance Officer – liaise with ESO, support safe & well visits  Phase Leaders – maintain family link
 ENFORCE Below 80% Severe absence below 50%	Below 80% Severe absence below 50%	 Headteacher – decide on penalty notice, liaise with LA, report to governors  Attendance Officer – prepare and submit referrals to ESO/LA with Headteacher authorisation  DSL – lead safeguarding referrals to social care/police  Deputy Head – monitor severe cases, support Headteacher