

## ATTENDANCE ACTION MATRIX

| Neglect                                                     | Mental Health                              | Physical Health                            | Transport                                                                | Home Issues                                       | Other                                      |
|-------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------|
| School Staff ring before 10.00am every day                  | School Staff ring before 10.00am every day | School Staff ring before 10.00am every day | School Staff ring before 10.00am every day                               | School Staff ring before 10.00am every day        | School Staff ring before 10.00am every day |
| Clare Jordan offer help                                     | Clare Jordan offer help                    | Clare Jordan offer help                    | Clare Jordan to inform parents of responsibility to organise transport   | Clare Jordan offer help – Early Help investigated | Clare Jordan offer help                    |
| <b>Home Visit</b>                                           | Home Visit                                 | Home Visit                                 | Home Visit                                                               | Home Visit                                        | Home Visit                                 |
| Student provided with alarm clock or taught to add to phone | Provide 1:1 counselling                    | Refer to the School Nurses/CYPS            | Bus pass for Students with LD sourced<br>Bus timetables given to parents | Family conference to investigate support          | Only two weeks per year holiday allocation |
| Attendance Letter One                                       | Personalise timetable                      |                                            | Liaise with SEN Transport                                                | Home visit                                        | Alternative timetable                      |
| Family conference to investigate support                    | Behaviour plan with parents and child      |                                            | Attendance Letter One                                                    |                                                   | External alternative provision             |
| Attendance improvement meeting                              | Home visit                                 |                                            | Attendance Improvement Review                                            |                                                   |                                            |
| Home visit                                                  | Home tutoring                              |                                            |                                                                          |                                                   |                                            |
| Attendance Improvement Review                               | Referral to CYPS                           |                                            |                                                                          |                                                   |                                            |
| Inform Educational Performance and Inclusion team           |                                            |                                            |                                                                          |                                                   |                                            |
| Multi-Agency Referral Form to Social Care                   |                                            |                                            |                                                                          |                                                   |                                            |