

## APPENDIX 1: PRIMARY ATTENDANCE SUPPORT PACKAGE

BRONZE	SILVER	GOLD		BESPOKE	STANDARD
<p>Weekly attendance &amp; punctuality screening</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Home visits to discuss attendance &amp; punctuality</p>	<p>Weekly attendance &amp; punctuality screening</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Home visits to discuss attendance &amp; punctuality</p>	<p>Weekly attendance &amp; punctuality screening</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Home visits to discuss attendance &amp; punctuality</p> <p>Half termly late gate, notifying parents of latecomers verbally &amp; by correspondence of legal obligations regarding punctual school attendance.</p> <p>Undertake Children Missing from Education (CMFE) Procedures</p> <p>Provide letter templates to address standard attendance &amp; punctuality concerns.</p>	<p>Prepare School Attendance Panel (SAP) Meeting Reports</p> <p>Complete witness statements in preparation for court proceedings.</p> <p>Representation at Team Around the Family meetings if there is attendance concerns.</p> <p>Representation at Child In Need and Child Protection Meetings if there is attendance concerns.</p> <p>Undertake migration procedures when a child moves to a different LA.</p> <p>Annual assembly presentations</p>	<p>Attendance &amp; punctuality advice &amp; support</p> <p>Ofsted preparation attendance audit</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Undertake Children Missing from Education (CMFE) Procedures</p> <p>Staff training in relation to attendance &amp; punctuality</p> <p>Governors presentations regarding attendance &amp; punctuality</p> <p>Transition parent meetings Nursery/Reception &amp; Year 6/Year 7</p> <p>Complete witness statement in preparation for court proceedings.</p>	<p>Issue Fixed Penalty Notices for periods of unauthorised absence.</p> <p>Issue Notification of Parental Responsibility (NPR) correspondence</p> <p>Chairperson for School Attendance Panel Meetings (SAPs)</p> <p>Present cases to court for prosecution in relation to poor school attendance.</p>

<p><b>£40 per Hour (minimum 2 hours per week)</b></p> <p><b>Between 700 and 900 pupils on roll = 2 hours per week</b></p> <p><b>Over 900 pupils on roll = 3 hours per week</b></p>	<p><b>£40 per Hour (minimum 2 hours per week)</b></p> <p><b>Between 300 and 700 pupils on roll = 2 hours per week</b></p> <p><b>Between 700 and 900 pupils on roll = 3 hours per week</b></p> <p><b>Over 900 pupils on roll = 4 hours per week</b></p>	<p><b>£40 per Hour (minimum 2 hours per week)</b></p> <p><b>Less than 300 pupils on roll = 2 hours per week</b></p> <p><b>Between 300 and 500 pupils on roll = 3 hours per week</b></p> <p><b>Between 500 and 700 pupils on roll = 4 hours per week</b></p> <p><b>Between 700 and 900 pupils on roll = 5 hours per week</b></p> <p><b>Over 900 pupils on roll = 6 hours per week</b></p>	<p><b>Bespoke packages are available upon request and prices start from £50 per hour.</b></p>	<p><b>Free of charge for all schools in Waltham Forest</b></p>
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## SECONDARY ATTENDANCE SUPPORT PACKAGE

BRONZE	SILVER	GOLD		BESPOKE	STANDARD
<p>Weekly attendance &amp; punctuality screening</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Home visits to discuss attendance &amp; punctuality</p>	<p>Weekly attendance &amp; punctuality screening</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Home visits to discuss attendance &amp; punctuality</p> <p>Termly late Gate, notifying parents of latecomers verbally &amp; by correspondence of legal obligations regarding punctual school attendance.</p> <p>Undertake Children Missing from Education (CMFE) Procedures</p> <p>Provide letter templates to address standard attendance &amp; punctuality concerns.</p>	<p>Weekly attendance &amp; punctuality screening</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Home visits to discuss attendance &amp; punctuality</p> <p>Half termly late gate, notifying parents of latecomers verbally &amp; by correspondence of legal obligations regarding punctual school attendance.</p> <p>Undertake Children Missing from Education (CMFE) Procedures</p> <p>Provide letter templates to address standard attendance &amp; punctuality concerns.</p>	<p>Prepare School Attendance Panel (SAP) Meeting Reports</p> <p>Complete witness statements in preparation for court proceedings.</p> <p>Representation at Team Around the Family meetings if there is attendance concerns.</p> <p>Representation at Child In Need and Child Protection Meetings if there is attendance concerns.</p> <p>Undertake migration procedures when a child moves to a different LA.</p> <p>Annual assembly presentations</p>	<p>Attendance &amp; punctuality advice &amp; support</p> <p>Ofsted preparation attendance audit</p> <p>School based meetings with parents to discuss attendance &amp; punctuality</p> <p>Staff training in relation to attendance &amp; punctuality</p> <p>Governors presentations regarding attendance &amp; punctuality</p> <p>Transition parent Meetings Year 6/Year 7</p> <p>Complete witness statement in preparation for court proceedings.</p>	<p>Issue Fixed Penalty Notices for periods of unauthorised absence.</p> <p>Issue Notification of Parental Responsibility (NPR) correspondence</p> <p>Chairperson for School Attendance Panel Meetings (SAPs)</p> <p>Present cases to court for prosecution in relation to poor school attendance.</p>

<p><b>£40 per hour</b></p> <p>Hours required for the bronze package will be dependent on the size of the school:-</p> <p>Less than 600 pupils on roll = 3 hours per week</p> <p>Between 600 and 900 pupils on roll = 4 hours per week</p> <p>Over 900 pupils on roll = 5 hours per week</p>	<p><b>£40 per Hours</b></p> <p>Hours required for the silver package will be dependent on the size of the school:-</p> <p>Less than 600 pupils on roll = 4 hours per week</p> <p>Between 600 and 900 pupils on roll = 5 hours per week</p> <p>Over 900 pupils on roll = 6 hours per week</p>	<p><b>£40 per hour</b></p> <p>Hours required for the gold package will be dependent on the size of the school:-</p> <p>Less than 600 pupils on roll = 5 hours per week</p> <p>Between 600 and 900 pupils on roll = 6 hours per week</p> <p>Over 900 pupils on roll = 7 hours per week</p>	<p>Bespoke packages are available upon request and prices start from £50 per hour.</p>	<p>Free of charge for all schools in Waltham Forest</p>
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