

# Attendance Matters: Early Intervention

Effective strategies for managing attendance and support with technology

Andrea Jordan  
Locality Lead with oversight for Attendance  
[andrea.jordan@gloucestershire.gov.uk](mailto:andrea.jordan@gloucestershire.gov.uk)

Fliss Falconer  
Lead Officer for Legal Intervention in Education (Attendance)  
[fliss.falconer@gloucestershire.gov.uk](mailto:fliss.falconer@gloucestershire.gov.uk)

Living our values every day  




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## Why early intervention matters



## Addressing Barriers Early

Early intervention allows schools to identify and address attendance barriers before they become permanent challenges.

## Supportive Strategies

Acting early enables exploring a wider range of supportive strategies to improve attendance effectively.

## Building Trust with Families

Leading with support rather than sanctions helps build trust and promotes family involvement in solutions.

## Ensuring Student Success

Early intervention aims to remove barriers so every child can attend regularly and thrive academically and socially.

# Using the 'From First Signs to Legal Intervention' booklet and the Graduated Pathway



## Consulting the Guiding Booklet

Schools should refer to the booklet to structure their attendance meeting approach effectively and thoughtfully.

## Preparing Meeting Documents

Draft the top section of meeting records in advance, outlining expectations and support actions without pre-filling the agreement.

## Using AI Tools for Support

AI tools like Copilot help brainstorm reasonable adjustments and tailor support strategies efficiently, where your policy permits its usage. Uploading your policies and the 'Working Together' (2024) allows you to map your reasonable adjustments that you can tailor for your pupils.

## Saving Templates for Consistency

Maintain templates and master copies of letters and plans to reduce preparation time and ensure consistent communication.

# Try it...

202512 ANMs: Schools'  
Reasonable Adjustments for  
Attendance Meetings



If you visit our Schoolsnet page for the Attendance Network Meetings page, you can copy and paste this prompt into Copilot.

Visit your school's website and locate the attendance policy

Save a copy to your hard drive or desktop.  
Alternatively, you can feed the URL directly into Copilot

Open Copilot on your internet explorer.

Type in the prompt:

**"Please review our attendance policy,([add the link to your website or attach your policy using the + sign]) the DfE 'Working Together to Improve School Attendance' (2024) guidance, and the GCC document 'From First Signs to Legal Intervention' ([GCC Attendance guidance](#)).**

**Based on these, give us a baseline list of reasonable adjustments we could implement to support a pupil whose attendance is gradually declining, aiming to improve their attendance without referencing legal intervention."**

Please share the suggestions in your group and on the form using the QR code.

Alternatively respond with this URL: [202512 ANMs: Schools' Reasonable Adjustments for Attendance Meetings – Fill out form](#)



Here's a tailored version that aligns with:

• **Archway's policy principles** (early action, partnership with families, pastoral support, data monitoring)

• **DfE 2024 guidance** (*Working Together to Improve School Attendance*)

• **GCC's staged approach** (*From First Signs to Legal Intervention*, focusing on pre-legal stages)

## ✓ Personalised Baseline Adjustments for Archway School

### 1. Early Identification & Communication

• Use **Edulink app and absence line** proactively to maintain daily contact with parents when patterns of absence emerge.

• **Stage 1 conversation** (as per Archway flow chart): Meet with pupil in school when attendance dips below 95%, discuss barriers, and send a supportive letter home.

• Share **attendance data via Edulink** with parents regularly to maintain transparency.

### 2. Pastoral & Wellbeing Support

• **Tutor-led check-ins** during line-up or form time to reinforce belonging and routine.

• Offer access to **Mental Health & Wellbeing Practitioner (Trailblazers)** for anxiety or emotional barriers.

• Provide a **safe space** for pupils who struggle with transitions or overwhelm.

### 3. Flexible Academic Adjustments

• Implement **short-term modified timetable** (e.g., phased return for pupils after illness or anxiety-related absence).

• Provide **catch-up sessions** or homework flexibility to reduce stress about falling behind.

• Use **interest-based learning opportunities** (clubs, enrichment) to re-engage pupils.

### 4. Environmental & Practical Adjustments

• Encourage attendance through **breakfast club** or social incentives.

• Review **uniform expectations** if sensory or financial issues are a barrier.

• Explore **travel support** options for pupils with transport difficulties.

### 5. Positive Reinforcement

• Continue Archway's **praise assemblies and voucher rewards** for improved attendance.

• Celebrate **incremental progress** (e.g., moving from 90% to 92%) with tutor praise and home communication.

### 6. Multi-Agency Support

• Use **Pastoral Team Assessment** early (before AIM process) to consider referrals to Families First, school nurse, or parenting courses.

• Implement a **My Plan** for pupils with complex needs, ensuring parental involvement.

These adjustments reflect Archway's ethos: "*Improving attendance is everyone's business*" and focus on **removing barriers before escalation**



# Championing support-first ethos and capturing pupil voice



## Focus on Listening

Meetings should prioritise listening to understand pupils' absence reasons and capture their authentic voice.

## Support-First Approach

Start discussions by exploring supportive solutions rather than legal interventions to foster collaboration.

## Use of Recording Tools

Utilising AI or dictation tools helps capture conversations accurately, enhancing staff engagement and presence.

## Clear Communication with Families

Sharing concise notes promptly with parents builds transparency, trust, and a supportive tone.





# 'If This, Then Try This' examples



## Flexible Start Solutions

Offering staggered starts or breakfast clubs addresses chaotic morning routines effectively.



## Supporting Anxious Students

Phased returns and safe spaces help children manage anxiety about lessons.



## Transport Assistance Options

Travel assistance and buddy systems help overcome transport barriers for attendance.



## Ensuring clarity, consistency, and centralised records



## Prompt Sharing of Notes

Completed meeting notes and agreed actions should be shared with families promptly to maintain transparency and engagement.

## Clear and Professional Documentation

All records must include full names, dates, and addresses, avoiding vague terms to ensure clarity and professionalism.

## Centralised Records Management

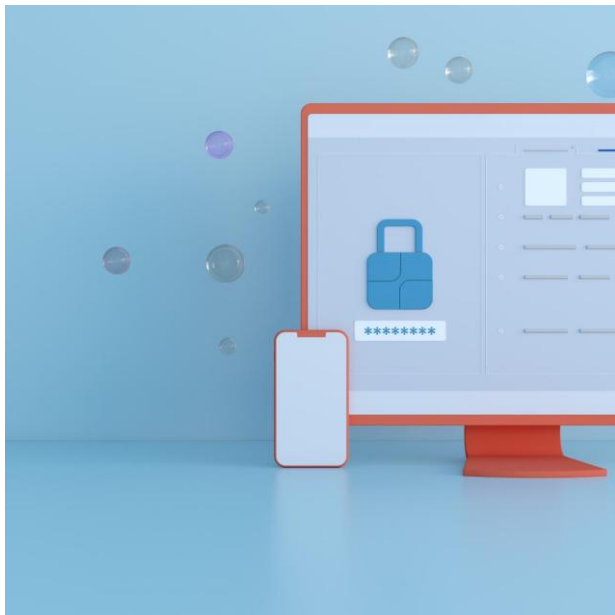
Storing records centrally in approved school systems supports continuity, accountability, and easy access for staff.

## Consistency Supports Legal Position

Accurate and consistent documentation strengthens the school's position if legal intervention is required.



## Using digital tools to streamline preparation and follow-up



### Templates for Consistency

Using templates for letters and plans saves time and ensures consistent communication in meetings.

### Dictation Tools for Notes

Dictation software captures real-time notes during meetings, reducing manual transcription workload.

### Emailing updates rather than sending via post

Emails' metadata shows when and where it was sent. Names, emails and attachments must be clearly visible.

### GDPR-Compliant Placeholders

Using placeholders like CHILD and PARENT A in documents prevents GDPR breaches during preparation.

## Best practices for handling sensitive information



### Strict Data Protocols

Schools must enforce strict protocols to protect attendance records and meeting notes from unauthorized access.

### Use Approved Systems

Sensitive data should only be stored and shared using school-approved secure systems to prevent breaches.

### Data Backup and Accessibility

All records must be backed up and stored centrally to ensure both security and easy access when needed.

### Avoid Disclosing Sensitive Data

Staff should avoid using names or details that reveal special category data to protect privacy.

# Final takeaways and support options

## Support Before Legal Action

Schools should prioritise support and only consider legal measures after all other options are exhausted.

## Root Cause Focus

Attendance meetings should aim to understand and address the underlying reasons for student absences.

## Collaboration and Communication

Open communication, accurate records, and collaboration ensure positive outcomes for pupils and families.

## Ongoing Staff Support

Regular *Attendance Connections* drop-in sessions provide staff with informal support and consistent messaging on attendance.

