Stage 1 - Attendance 96-100%

Positive points given weekly for 100 % attendance Attendance certificates given



Stage 2 - Attendance 94 -95.9% Initial concerns for progress/attainment

Interventions: Letter 1 sent home to inform parent/carer of falling attendance levels Parents offered support to raise attendance



Stage 3 - Attendance 91 - 93.9%

Risk of under achievement

Interventions:Letter 2 sent to parent/carer to request a meeting to discuss attendance and potential support No further absences will be authorised without medical evidence as advised in letter 2 To agree a plan and timescale for improvement and set a review meeting



Stage 4 - Attendance below 90%

Considered persistantly absent - severe risk of under achievement

Where no medical evidence has been provided interventions include:

Penalty notices and legal action - School refer to local authority. This could result in a penalty notice or referral to Education Welfare Officer, which could also lead to a PACE interview which is held under Police caution. Where medical evidence HAS been provided, interventions include:

Parents to provide up to date and relevant medical evidence to support students absence

School will inform Education Inclusion Officer

School to support where recommended by medical professionals and implement IAEP where necessary.