

School Attendance Procedures

- Pupil's on or above 95% have good attendance and will make good progress- no action required.
- Pupil's attendance falls below 95%. Pupils no longer have good attendance and are a concern. Letter to be sent to parents to inform them that attendance has dropped below 95% threshold and it is a concern.
- Pupil's attendance drops below 90%. Pupils are now classed a persistently absent. Letter sent to parents informing them that their child is now categorised at being PA. Once pupils drop below 90% a phone call will be made to discuss our concerns and possible implications. The pupil will be added to the PA monitoring list and attendance monitored weekly.
- Pupil's attendance drops below 85%. Letter sent to parents informing of continued deteriorating pattern of attendance and will now be monitored daily by the head of year. Parents may be invited in to discuss concerns and sign an attendance contract.
- Pupil's attendance continues to decline. The involvement of an inclusion officer to support may be triggered.
- If a child's attendance falls below 70% this is a serious concern and in some cases can lead to a referral to children's social services as it can be classed as educational neglect.
- Heads of Year run attendance focus groups with pupil's that have attendance below 90%. They communicate with families, check on attendance at school each day and reward pupil's for sustained improving attendance.
- Inclusion officers have a caseload of pupil's with historic poor attendance. They work intensively with the pupil's, families and external agencies to remove barriers and allow them to access a full education.