

### **Our attendance communication process:**

Parents/Carers will receive communication regarding their child's attendance, when the student reaches a certain number of days missed.

**Below is a very basic outline of our process as identified by the trust. In practice, we take a personalised approach, working closely as an attendance team alongside pastoral staff, student support, teaching staff, and external agencies. Together, we provide tailored support to address individual needs and encourage every student to attend school regularly.**

1. **Attendance Letter 1** (10 School Days Monitoring Period) sent at at approx 8 school days missed
2. **Attendance Letter 2** (10 School Days Monitoring Period)
3. **Attendance Support Meeting** (with student, parent/guardian, attendance/pastoral team)
4. **Fast Track 1** (20 School Days Monitoring Period)
5. **Fast Track 2** (20 School Days Monitoring Period)
6. **Attendance Panel Meeting** (with council or trust member present)