



ATTENDANCE PROCEDURES

All pupils are expected to attend every session, however we have a threshold of a minimum of 98% attendance.

WITHIN EXPECTATIONS

Good Attenders
97% and above

Rewards and positive reinforcement.

STAGE 1- BELOW EXPECTATIONS

Regular Attenders - 94-96.9%
Missed 6- 12 days/ 30- 60 lessons

*Stage 1 Letter - Raise awareness of non-attendance
Additional work set for lost learning
Home visits will occur if absence persists
Normal Positive Recognition processes continue*

STAGE 2- SIGNIFICANTLY BELOW EXPECTATIONS

Attendance Concerns- 90-93.9%
Missed 13-19 days/ 65- 95 lessons

*Stage 2 Letter- Possible Attendance Report if no improvement
Attendance Panels and parental Survey
Monitoring will commence for 6 weeks
Pastoral Leader Attendance report*

STAGE 3- CRITICALLY BELOW EXPECTATIONS

Persistently Absent- Below 90%
Missed 19 days/ 95 lessons

*Stage 3 Letter- Senior leader is now monitoring attendance
Parent/ carer meeting
Monitoring will commence for 3 weeks- 100% attendance expected
Attendance Action plan is put in place*

STAGE 4- SEVERE ABSENCE/ EXTREME CONCERN

Persistently Absent- Below 50%

*Weekly meetings to monitor Attendance Action Plan
Social Services made aware of attendance levels
Referral to Local Authority Legal Intervention team
Possible Prosecution/ Fines/ Court Orders*