

## School Attendance processes

Attendance Officer accurately records attendance of all pupils. Monitors daily attendance. Send truancy calls and records as necessary.

Attendance falls below expected minimum of 95%. Attendance Officer to make appropriate enquiries within the school

Letter 1 – Attendance Officer to send initial letter of concern to parents (include registration certificate)  
Attendance Action Plan started by Attendance Officer

Monitor attendance over the next 2-6 weeks

Attendance improves, send a praise letter

Attendance declines below 93/92%

Letter 2 - Send second letter to parents advising that their child's attendance is on track of becoming recognised as a Persistent Absentee. Letter invites parents in for a meeting with Head of Year. Parents may be requested to provide medical evidence in order to support absences. Any support should be explored/investigated and if necessary an Action Plan put in place. Early Help Leaflet included

Monitor attendance over the next 2-6 weeks and put in place any agreed

Attendance improves, send praise letter

Attendance declines to 90% and below

Letter 3 – Med W/D Send third letter to parents inviting them to attend a meeting with HT/Attendance Lead to discuss further strategies of support. Confirm Medical evidence will now be required. Further letter to parents outlining actions to be taken by school and by parents

Monitor attendance over the next 2 weeks and put in place any agreed actions.

Attendance improves, send praise letter, continue to monitor and unauthorise absences without evidence

Attendance fails to improve or declines to a minimum of 10 unauthorised sessions

Letter 4 – informing parent you are referring their child's low attendance to the Education Welfare Service under Section 444 of the Education Act 1996 'Failure to secure regular attendance at school of registered pupil'. EWO to send [EWS1](#). Phone call to parent after you have sent it.

### Additional Checks

Reasons for absence

Pastoral or HoY interventions

Any appropriate Medical evidence received or requested

### Possible support to be explored by the school

Tutor/staff/family liaison

Counsellor/ELSA

Camhs

GP

Early help – discussed throughout

121 support in/out of school

EP

C & I

Wellbeing Team

School Nurse

Reasonable adjustments in school

EHCP

Possible Online support  
[Kooth.com/Headspace](http://Kooth.com/Headspace)