

## **Attendance Procedure: A Guide for Parents** (February 2022)

Routine check identifies attendance of students below 96% or there is a pattern of absence causing concern



### STAGE 1 LETTER ISSUED FROM THE ATTENDANCE LEAD



Attendance improves and remains above 96%

No further action



Attendance remains below 96% or concerning pattern continues



#### STAGE 2 LETTER ISSUED FROM THE ATTENDANCE LEAD – ATTENDANCE MEETING

Attendance Lead and key pastoral staff meet with parent/carers to discuss reason for absences and ways we can support their child to improve attendance.



Attendance improves since the meeting - No further action but will be monitored by the Attendance Lead



Parent/carer fails to attend meeting/accept help and/or attendance fails to improve



# STAGE 3 LETTER ISSUED FROM THE ATTENDANCE LEAD – ATTENDANCE PANEL MEETING

Meeting arranged at school with parent/carers, student, Attendance Lead, Head of Learning, School Nurse and any other relevant agencies (Multi agency approach).



Attendance improves since the meeting - No further action but will be monitored by the

**Attendance Lead** 



Parent/carer fails to attend meeting/accept help and/or attendance fails to improve



#### STAGE 4 - LEGAL SANCTIONS TO BE IMPLEMENTED

(Legal sanctions include Penalty notices, Fast Track to Prosecution or Attendance Panel Meeting)