

Attendance and Punctuality Procedures

As a school we are required to keep parents informed of attendance so that they can work with us to ensure that attendance is as high as possible. We must also ensure that parents/carers are informed of their child's attendance on a regular basis in order to avoid students becoming a persistent absentee, which is when attendance drops below 90%.

The information below details the procedure that will be followed by the school when a student's attendance begins to fall.

| Attendance (%) | School actions | Educational Welfare Officer actions |
|------------------|--|---|
| Below 96% | <ul style="list-style-type: none"> - Letter sent home to parent/carer informing them their child is below the expectant level of the school -Assistant Head of Year to speak with student | -Monitoring |
| Below 94% | <ul style="list-style-type: none"> - On report to Assistant Head of Year - Action plan completed with Assistant Head of Year and student (copy sent to parent/carer) | -Attendance warning letter from Educational Welfare Officer |
| Below 92% | <ul style="list-style-type: none"> - On report to Head of year - Letter sent home to parent/carers for non-improvement of attendance | -Meeting with parent/carer as a pre-warning for court |
| Below 90% | <ul style="list-style-type: none"> - On report to a member of Senior Leadership team or other designated middle leader (Persistent Absentee report) - Letter sent home to parent/carers stating statutory action | -Statutory court action |

Throughout this process the Head of Year may decide to place your child on an attendance report in order to support them to improve their attendance. You will be required to check and sign this every day.

In addition to our school procedures, Roxanne Abraham, from Synergy Education and Welfare Service Ltd monitors the attendance of all students on a weekly basis and you may receive communication from her in regards to your child's attendance.