ATTENDANCE STRATEGY 2021



Stage 1

• 10 or more continuous absences will trigger warning letter home to parents identifying deterioration in attendance. This includes authorised or unathorised absences

Stage 2

- If attendance <u>falls to 93% or below</u> Form tutor to create <u>attendance</u> <u>action plan</u> with student and issue targets for improvement
- Parents informed by Form tutor of this process*

Stage 3

- Review of action plan (Stage 2) Improvement will receive reward.
- No improvement will result in <u>first meeting</u> with parents, attendance team, HOY and Stage 4 referral letter
- Updated action plan with HOY (Stage 3)*

Stage 4

- <u>Referral to Education Welfare Officer (EWO)</u> EWO consultation (<u>second</u> meeting) with EWO, parents, attendance team and HOY.
- Target letter provided to parents from meeting from referral letter

Stage 5

- Education Welfare Officer to issue **Penalty Notice Warning Letter** (PNWL)
 - this may get sent earlier depending on circumstances
- EWO to contact family via **home visit** to inform of final stage

Stage 6

- Potential Penalty of up to £1,000.
- Referral to Attendance Panel/fast track with local authority and EWO
- Prosecution legal action for irregular school attendance**
- *Action Plan Stage 2 Form tutor to complete attendance action plan in discussion with student & parents informed of targets set. Form tutor to monitor this action plan. Stage 3 to be updated & monitored by HOY
- **Students with periods of 10 or more sessions of unauthorised leave of absences will be referred to the Education Welfare Service for consideration of a Penalty Notice (fine) of up to £120 and if this is not paid a court hearing where parents may be fined up to £1,000.

REWARDS REGULARLY DISTRIBUTED!!!

Attendance Team will email HOY on a Monday with information on the previous weeks attendance for their forms & year group. Form tutors will be expected to share this information with their forms and compare other forms within their year group.