ATTENDANCE STRATEGY 2023



Stage 1

- 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* & keep record in file.

Stage 2

- Review of action plan (Stage 1) Improvement will receive reward.
- No improvement will result in <u>first meeting</u> with parents & attendance team. Updated <u>action plan to be kept by attendance team (Stage 2)*</u>
- Referral to family liaison officer
- Possible referral to <u>EWO</u> for Penalty Notice Warning Letter for <u>10 or more unauthorised</u> <u>absences</u> for attendance between 80 and 93% attendance

Stage 3

- If no improvement, referral to **Education Welfare Officer (EWO) meeting** with EWO, parents & attendance team.
- Target letter provided to parents from meeting
- Possible referral to <u>EWO</u> for Penalty Notice Warning Letter for <u>10 or more</u> <u>unauthorised absences</u> for attendance between 80 and 93% attendance

Stage 4

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

Stage 5

- Potential Penalty Notice (fine) of up to £120
- Referral to Attendance Panel/fast track with local authority and EWO

Stage 6

- Legal action for irregular school attendance e.g. prosecution or ESO
- Potential court hearing with **penalty of up to £1,000**

*Action Plans - Stage 1 Form tutor to complete attendance action plan in discussion with student & parents informed of targets set. Form tutor to monitor this action plan. Stage 2 to be a review of Stage 1, amended and completed by attendance team & parents.

LOOK OUT FOR OUR TERMLY REWARD EXTRAVAGANZA!!

Attendance Team will email all Form Tutors on a Monday with information on the previous weeks attendance for individual students, forms & year groups. Form tutors

MUST share this information with their forms and compare other forms within their year group. Achievement charts to be completed in forms.

Attendance League tables also to be shared!!