

# ATTENDANCE STRATEGY 2023

Stage 1

- If attendance **falls to 93% or below** - attendance to create **attendance action plan and send a target letter home to parents & keep record in file.**

Stage 2

- **Review of action plan (Stage 1)** - Improvement will receive acknowledgment. No improvement will result in **first meeting** with parents & attendance team. Updated **action plan to be kept by attendance team (Stage 2)\*** This will be monitored for 4 weeks. Family liaison officer may become involved
- *Possible referral to **EWO** for Penalty Notice Warning Letter for **10 or more unauthorised absences** for attendance between 80 and 93% attendance*

Stage 3

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

Stage 4

- 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 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**

MAP Meetings & Actions

\***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!!**