

Form tutor  
A

- **Every session** - A conversation after every absence students complete return to school form
- **4-6 sessions (2 - 3 days)**- Set a target and alert parents via class charts

Form Tutor  
B

- **6-8 sessions (3 - 4 days)** - Set a target and call parents

AHOY

- **8 - 12 Sessions (4 - 6 days)** - Meeting set up with **Parents / carers, student, and AHOY**. **Contract** 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

HOY

- **12 - 16 Sessions (6 - 8 days)** - Meeting set up with **Parents / carers, student, and HOY**. **Contract** 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

Attendance

- **16 or more sessions (8 days or more)**- Meeting set up with **Parents / carers, student, possible EWO and attendance**. Parents informed no more absences will be authorised without a medical note. **EWO** may do a home visit. Some may be referred to family liaison officer
- Education Welfare Officer to issue **Notice to Improve (NTI)** - *this may be sent earlier*

EWO

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

If a student has 5 unauthorised absences then a warning letter for EWO referral will be sent out, once a student reaches 10, they will be referred to EWO