

Attendance Procedures



**100 -
98%**

Excellent – accessing all learning opportunities

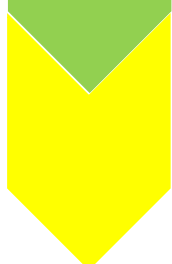
- Rewards and incentives
- Termly letter sent home



**97 -
96%**

Good – very few learning opportunities missed

- Termly letter sent home



95%

Risk of underachievement

- Letter 1 sent identifying concerns (half-termly)



**94 -
91%**

Risk of underachievement

- Letter 2 sent identifying concerns (half-termly)



**90 -
86%**

Severe risk of underachievement

- Trends patterns identified in attendance
- Letter 3 sent identifying concerns
- Meeting with Headteacher and Parent Officer
- Action plan in place where appropriate
- Medical evidence may be requested
- If 10 or more unauthorised absences, legal action will be



**85%
or
below**

Risk of underachievement

- Pupil is persistently absent
- Meeting with Headteacher and Parent Officer to discuss strategies and offer support
- Referred for interventions including home visits and external agency advice.
- Legal action if 10 or more unauthorised absences
- Daily phone calls
- Persistent absence tracking sheet in place

