

Child is absent from school

1

- School office to make first day call/text if no message is left at school

2

Attendance is between 90% and 96%

- Monitored weekly by Attendance Officer
- Letter home advising parents/carers of attendance levels

Attendance is below 90%

3

- Monitored weekly and action is needed
- Phone call to discuss

4

No improvement after school involvement and attendance remains under 90%

- Medical Evidence Request sent home to authorise subsequent absence

5

No improvement and attendance continues to be a concern

- Letter home to invite parents/carers for a meeting with the Attendance Officer and/or Senior Leadership Team

6

No improvement after the above steps

- Referral to Local Authority for support with Unauthorised Attendance