

Parent - Attendance Process

Expectations

Pupils will attend school and lessons on time and every day that the school is open.

Pupils to achieve 100% attendance.

Pupil Attendance will be monitored from the Start of the Academic Year

Stage 1

- Pupil's attendance falls below 97% Stage 1 you will receive a telephone call from the year office Pastoral Team.
- Parent/Guardian/Carer will receive a letter confirming school's concerns with regards to attendance and that improvement is required.

Stage 2

- Pupil's attendance falls below 93% Stage 2 you will receive a telephone call from the Head of Year.
- Parent/Guardian/Carer will receive a letter confirming school's concerns with regards to attendance and that improvement is required from the Head of Year.

Stage 3

- Pupil's attendance falls below 90% Stage 3 you will receive a telephone call advising that the pupil's persistent absence has been referred to the Education Welfare Officer.
- Parent/Guardian/Carer will receive a letter confirming that a referral has been made to the Education Welfare Officer from the Head of Year.

Stage 4

- Parent/Guardian/Carer will receive an invitation to an Absence review meeting from the Education Welfare Officer.
- During this meeting a formal Fast Track Contract will be issued Stage 4
- For the duration of the contract- the expectation is to achieve 100% attendance, medical evidence will be required for all sickness absence.
- Any unauthorised absence will result in failure of the Fast Track Contract.

Stage 5

 Failure of the Fast Track Contract - you will receive a letter from the Ediucation Welfare Officer informing you that a request to process a Penalty Notice has been made.