

Attendance Improvement Process: from September 2024

The attendance of all pupils is monitored each half term.

If attendance falls below 90%, pupils will enter the following attendance improvement process.

Attendance is below 90%: **Stage 1**

Stage 1 attendance letter sent to parent/carer.

- Reminder about attendance expectations and the support available
- Informs parent/carer that no further absences will be authorised without medical evidence.
- Monitor for another half-term period.

Attendance improved

- Letter sent acknowledging efforts to improve attendance.

Attendance not improved: **Move to Stage 2.**

Stage 2 attendance letter sent to parent/carer.

6-week target set.

- Formal 6-week attendance target set – 96%+ attendance expected for the next 6 weeks.
- Reminder about attendance expectations and the support available
- Remind parent/carer that no further absences will be authorised without medical evidence.

Target achieved

- Letter sent acknowledging efforts to improve attendance.
- If overall attendance remains below 90%, monitor at Stage 1 for another half term period.
- Remind parent/carer that no further absences will be authorised without medical evidence.

Target not achieved: Move to Stage 3

Stage 3 attendance letter sent to parent/carer.

Invitation to meeting with Attendance Lead.

- **Action plan** agreed at the meeting.
- Second **6-week attendance target set** – 96%+ attendance expected for the next 6 weeks.
- If parent/carer does not attend meeting, additional meeting time is offered, and then action plan is sent out anyway.

Target achieved

- Letter sent acknowledging efforts to improve attendance
- If overall attendance remains below 90%, monitor at Stage 1 for another half term period
- Remind parent/carer that no further absences will be authorised without medical evidence.

Target not achieved: Move to Stage 4

Referral to Warwickshire Attendance Team (WAS)

- This may result in legal action being taken, including a penalty notice being issued.