

Attendance & Punctuality Monitoring



Category	%	Action	Days & Weeks Missed	% Chance of attaining 5 Grades 5-9
Level 1 100% Attendance	100	<ul style="list-style-type: none"> Names of these students to be displayed on attendance boards. Celebrate students publicly during success assemblies with 100% attendance certificates & Attendance voucher draw. Celebration event at the end of each half term End of year rewards trip 	0 weeks 0 days	94.8%
Level 2 Excellent Attendance	99.9-98	<ul style="list-style-type: none"> End of year rewards trip. 	3 days	
Level 3 Risk of underachieving	97-97.99	<ul style="list-style-type: none"> Text home informing parents their child's attendance has fallen below 98%. Attendance monitored by form tutor during attendance morning in form. 	1 week 5 days	74.3%
Level 4 Risk of underachieving	95-96.99	<ul style="list-style-type: none"> Form tutors to call home for two students fortnightly. Parents sent link to attendance video on school website and invited to discuss attendance at parents evening. 	1.5 weeks 7.5 days	
Level 5 Serious risk of underachieving	93 – 94.99	<ul style="list-style-type: none"> Stage 1 intervention process will commence. Letter 1 is sent home to inform parents that attendance has fallen below national expectations, and the consequences associated with this. Heads of Year,/Heads of Faculty to make calls home. SEND team to make phone calls for SEN students to address any barriers. Parents sent link to attendance video on school website and invited to discuss attendance at parents evening. 	2.5 weeks 12.5 days	60.4%



Category	%	Action	Days & Weeks Missed	% Chance of attaining 5 Grades 5-9
Level 6 Serious risk of underachieving	90-92.99	<ul style="list-style-type: none">• Stage 1 process continued.• Letter 2 is sent home (serious risk of underachieving).• Stage 1 support meeting with parent and attendance manager (SENCo to support with SEN students).• Parents informed of the risks of becoming permanently absent.• Priority 1 listing for Power Hour calls.	3 weeks 15 days	34.7%
Level 7 Extreme risk of underachieving	89.99 below	<ul style="list-style-type: none">• Stage 2 intervention process will commence. Letter 1 is sent home.• Weekly monitoring by attendance team & daily communication with home for absence.• Stage 2 process continued for no improvement• Letter 2- Attendance panel meeting letter invite sent home.• Attendance panel meeting takes place to complete an attendance contract (PWO involvement if appropriate). There will be a review period of 3 weeks.• If there is still no improvement, then stage 3 letter is sent home, and this could lead to PWO involvement and a fixed penalty notice.	3.5 weeks + 17.5 days +	26.7%



Category	Action
0 lates	<ul style="list-style-type: none">• No action required
1 late per week (before 9am)	<ul style="list-style-type: none">• Student goes straight to form• Student receives a lunch time detention that day.• Text message sent to parent
1 late per week (after 9am)	<ul style="list-style-type: none">• Student enters the ready room for rest of session• Student receives 1 hour after school that day.• Text message sent to parents• U mark received for any time after 9.15am• Any late arrival after 11am will result in time in Impact and a detention the same evening till 5pm.
2 plus lates per week (before 9am)	<ul style="list-style-type: none">• Student goes straight to form• Student receives a lunch time detention on the day of each late• Text message sent to parent on the day of each late• Student receives 1 hour detention on Friday after school
2 plus lates per week (after 9am)	<ul style="list-style-type: none">• Student enters the ready room for rest of session on day of each late• Student receives 1 hour after school on the day of each late• Text message sent to parents on the day of each late• 2 hour detention on a Friday after school• U marks monitored by SLT Attendance lead• Any late arrival after 11am twice in a week will result in a parental meeting along with the 2 hour detention.
6-9 late marks per half term	<ul style="list-style-type: none">• Above sanctions to be actioned.• Punctuality letter sent to parents
10 plus lates per half term	<ul style="list-style-type: none">• Above sanctions to be actioned.• Parental meeting held with Attendance lead• U Marks monitored and fixed penalty notice issued if applicable.