

Chapelford Village Primary School Attendance Guidelines

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| STAGE 1 95% - 90% | <p><i>Attendance is beginning to fall below the attendance target.</i></p> <p>Your class teacher will now closely monitor and work with you and your child to improve attendance.</p> |
| STAGE 2 90% - 85% | <p><i>Attendance has shown a continued decline</i></p> <p>Pastoral letter 1 of general concern will be issued and a copy of your child's attendance record, with the opportunity to meet with the Attendance Coordinator to discuss if the school can assist in any way.</p> |
| STAGE 3 85% - 80% | <p><i>Attendance now falls into the category of persistent absence</i></p> <p>Pastoral letter 2 Meeting with the Attendance Coordinator to discuss how school can offer support. Attendance targets and consequences. Attendance Officer and Family Support Worker notified.</p> |
| STAGE 4 Below 80% | <p>The Local Authority Education Welfare Officer will be advised and will closely monitor attendance formal intervention and referral can be actioned and prosecution considered if required.</p> |