

Attendance Monitoring and Persistent Absence

Attendance of each pupil is monitored each day and on a formal basis each fortnight by attendance lead and member of the senior leadership team.



When attendance falls below to 90% or below a letter will be sent to the family



If attendance does not improve after three week, parents/ carers will meet with a member of the senior leadership team to put an Attendance Contract in place



Attendance will be reviewed after four weeks. If there is not enough progress LB Hillingdon Attendance Support Officer will be contacted and there will a review meeting



If there is no improvement or parents/carers do not engage in the process, A Notice to Improve will be issued with a review period of three weeks.



If there is still no improvement, a Referral for Legal Intervention will be sent. This could result in a fixed penalty notice, of £160 or prosecution.