

Attendance Procedures

	Children with 100% attendance will be rewarded at the end of year.	
ATTENDANCE FALLS BELOW 90% DUE TO UNATHORISED HOLIDAYS, ILLNESS OR ANY OTHER UNAUTHORISED ABSENCE		
Step 1	Letter 1 to inform parents/carers of low-level attendance	90% is considered persistent absence. This letter is the start of a 3 week monitoring period.
Step 2	If attendance hasn't improved and there are additional absences you will receive letter 2.	Letter 2 explains the reasons given for absences which has led to 90% or below attendance rate. It explains that unless there is an improvement an action plan will be created and a meeting held.
Step 3	First attendance meeting	If attendance has remained below 90% within the 3 weeks a meeting is called with the attendance lead. At this meeting an action plan is made and targets are set. If the family do not attend the meeting a plan will be made by school and sent home.
CONTINUOUS POOR ATTENDANCE WILL BE REFERRED TO EDUCATION WELFARE OFFICER.		
Step 4	A letter sent home to state that medical evidence letter will be required.	If a child has an unusual amount of sickness and their attendance falls below 90% medical evidence must be sent in to school. If this fails to happen the attendance mark will be unauthorised. Examples of evidence could be medication, a note from doctor or an appointment card.
Step 5	Legal warning letter	This letter states that we have serious concerns regarding the child's attendance and unless significant improvement is made the case will be referred for prosecution.
Step 6	Final Legal Letter	This letter states the school has referred the attendance case to the local authority and that there is intent to prosecute.
Step 7	Court Date	A court date is set. The magistrate looks at evidence and a decision is made. Parents at this point can present any relevant evidence. All parties are informed of the court decision.