Achieving greatness together.

Registration called

Pupils on time with **good attendance** require no further action. Weekly rewards system in place for excellent

Registration Ends **8.45am/1.10,** if your child is not present in school before **9.15am**, they will be marked as UNAUTHORISED

4 or more U codes in a 2 week period will generate a letter of concern and a phone call home from the school. Offer of support/ strategies and working together to improve attendance.

2 weeks to improve

Not enough improvement. Meeting with parents/child/ headteacher Review support offered. Extend/different support.

2 weeks to improve

Persistent unauthorised absence will require a parent meeting with the Headteacher, and you may be referred to SCC attendance service .

Term time holiday is not a given and has to be approved by the headteacher 4 weeks in advance. If unauthorised you will receive an FPN **(fixed Penalty notice) from the school.**

2nd Term time holiday If you have already had one term time holiday unauthorised and you have paid the FPN and then decide to take a second term time holiday the school can escalate to SCC attendance service and fast track you to **ATP (Action to Prosecute).**

Registration Ends **8.45am/1.10pm ,** if child is not present when register is called, they will be marked with an **L code**

4 or more lates in a 2 week period will generate a letter of concern and a phone call home from the school. Offer of support/ strategies and working together to improve attendance.

2 weeks to improve

Not enough improvement. Meeting with parents/child/ headteacher Review support offered. Extend/different support.

2 weeks to improve

Persistent lateness will require a parent meeting with the Headteacher, and you may be referred to SCC attendance service.

Expectation

Monitor

Listen and understand

Facilitate support

Formalise Support

Enforce