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| **Attendance Rewards** | |
| Children have 100% attendance | Half termly and yearly certificates. Children who have 100% attendance at the end of the year go out on a trip. |
| Children have attendance above 97% | Children contribute to the weekly attendance award for their class – which leads to special events and rewards. |
| **Attendance below 96% in the last academic year** | |
| Letter to inform of low attendance in the last school year | Letter to inform you of your child’s attendance percentage in the last school year (Sept – July). This letter makes it clear that any absences will be marked as unauthorised unless medical evidence is provided. This could be prescribed medicine packaging, an appointment card or a print out from your GP appointment. |
| **Unauthorised holidays taken during term time** | |
| Following a holiday request where there are no exceptional circumstances  ‘Holiday Denied’ letter sent | Letter explains that the holiday request has been denied and a penalty notice will be issued.  Where a holiday request has not been made and school has reason to believe your child is on holiday, a home visit may be carried out and a letter will be sent. |
| Where repeated holidays in term time have been taken ‘Multiple Holidays’ letter will be sent | Where parents take their children out of school for a holiday on two or more occasions, this letter explains that a penalty notice may not be used and a referral to Magistrates Court may be preferred. |
| **ATTENDANCE FALLS BELOW 96%** | |
| Medical Evidence Letter sent | 96% attendance is equivalent to 7 days off in a school year, which in most cases allows for unexpected illnesses and other emergencies. Where irregular patterns of attendance are noted medical evidence will be requested in order to authorise further absences.  Evidence can be medical appointment card, prescribed medication, print out of consultation with doctor etc |
| **ATTENDANCE FALLS BELOW 90%**  **(DUE TO UNAUTHORISED HOLIDAYS, ILLNESS OR UNAUTHORISED ABSENCE** | |
| ‘PA letter sent half termly to inform of a low level of attendance. | 90% is considered persistent absence. This letter is to inform and advise. It starts the beginning of a **3 week monitoring period.** |
| **If there are 10 UNAUTHORISED absences (5 days) in a 12 week period, a penalty notice warning will be issued.** | |
| Letter sent: PNW Referral | This letter explains that attendance will be formally monitored by Tameside and any unauthorised absences during the monitoring period will trigger a fine of £120 per child per parent, reduced to £60 if paid within 21 days. |
| **Cases referred to Education Welfare Officer to address attendance concerns.** | |
| First attendance meeting in school  Letter from EWO | A weekly case management meeting is held between school and the allocated Education Welfare Officer, where children whose attendance has fallen below 90% are discussed. From this meeting school will ask the EWO to arrange to meet with parents to discuss those children who have:   * a significant amount of illness * irregular patterns of attendance e.g. odd days off * a significant number of unauthorised absences   An introduction letter is sent by the EWO, but may be forwarded to you by school, and invites you to attend a meeting in school to look at ways school can support you to improve your child’s attendance. This is written into a formal attendance improvement plan.  If parents do not attend the meeting, the attendance improvement plan is written in absence and sent to parents.  **Attendance is monitored for a period of between 2-4 weeks and a review date is set.** |
| Attendance Review Meetings  Letters and attendance improvement plans sent by EWO | Attendance is reviewed regularly for a period of 6-12 weeks. If there have been further unauthorised absences during the review period the meetings will make clear what the next steps are.  Attendance may be reviewed for longer where support has been offered by an external agency and engaged with by parents to allow time for improvement. |
| ***A penalty notice warning may be issued at the start of/during this process alongside an attendance improvement plan where there are 10 or more unauthorised absences in a twelve week period*** | |
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| Legal warning letter | This letter states that there are serious concerns regarding the child’s attendance, and that, unless there is significant improvement the case will be referred to the magistrate for prosecution. This can be issued at any time whilst subject to an attendance improvement plan. **This begins a final 3 week monitoring period.** |
| Final Legal Letter | This letter states that the school has referred the case to the local authority, and that there is to be an intent to prosecute.  *In the event of a referral for prosecution due to multiple holidays during term time the procedure for attendance meetings and attendance improvement plans does not need to be followed.* |
| Court Date | A date is set for the case to be heard by the Magistrates Court. The case is presented to the court by a Senior Education Welfare Officer. At this point, parents are able to present any mitigating circumstances to the court. All parties are informed of the court decision. |
| Post-Court Meeting | Following the court outcome, parents are expected to attend a meeting in school to discuss the outcome and the attendance improvement plan is updated.  **If attendance does not improve the case can be referred back to court.** |