



Attendance Procedures:

	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 FALLS BELOW 90% DUE TO UNAUTHORISED HOLIDAYS, ILLNESS OR UNAUTHORISED ABSENCE		
Step 1	Letter 1 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 .
Step 2	After 3 weeks of monitoring, attendance has still not improved, and/or there are additional absences – Letter 2 is sent.	Letter 2 explains the reasons given for absence so far, and that this has led to an attendance level below 90%. It also states that unless there is a significant improvement, a meeting will be held in school to form an attendance action plan. This is the beginning of a second monitoring period of 3 weeks .
Step 3	First attendance meeting.	If attendance remains below 90%, a meeting is called with the inclusion team. At this meeting, targets are set and an attendance action plan is formed with the family. If the family do not attend, the plan will be made by school and sent home.
Case will be referred to Education Welfare as a record of poor attendance.		
Step 4	Letter to state that sickness must be evidenced.	If a child has attendance below 90% due to an unusual amount of sickness, this letter makes it clear that they will be marked as unauthorised absences unless there is a form of medical evidence. This could be medicine prescribed, a note from the doctor or appointment card.
Step 5	Second attendance meeting	If attendance is still below 90% after the attendance action plan, this meeting is held to make clear what the next steps are, and what letters will be issued after the meeting.
Step 6	First 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 begins the final 3 week monitoring period.
Step 7	Final Legal Letter	This letter states that the school has referred the attendance case to the local authority, and that there is to be an intent to prosecute.
Step 8	Court Date	A court date is set. Evidence is filed, and a magistrate makes a decision. At this point, parents are able to present any mitigating circumstances – Including any relevant medical evidence. All parties are informed of the court decision.