

Absence Intervention

1st stage of absence at 100% - 98% attendance. A text will be sent to the parent/carer. In the event of no response a telephone call may be sent in addition. This absence will remain unauthorised until the parent has spoken to school.

2nd stage of absence at 97.9% - 95% attendance. A letter will be sent home to invite parent/carer in to school to meet with their child's Pupil Support Manager to discuss ways in which we can support you to help increase attendance and prevent further absences. At this stage absence may not be authorised without medical evidence.

3rd stage of absence at 94.9% - 92% attendance . A further letter will be sent home to invite parent /care in to school to meet with their child's Head of Year. At this stage an attendance contract will be drawn up and the parents may face statutory action. All absence will be unauthorised without medical evidence.

4th and final stage of absence at 91.9% and below attendance. Legal Action is likely to be requested from the Local Authority for the unauthorised absence of your child from school. The Attendance Officer will invite parent/carer in to school to discuss this.

In addition to the above an Attendance Officer may make a home visit to your address to discuss any attendance concerns.

On the 3rd day of any continuous absence, regardless of reason, a safeguarding visit will take place to see the child who is absent.

