

PROMOTING GOOD ATTENDANCE

% Attendance	Key Person	Action(s)	Support Entitlement
100% -98%	Form Tutor	<ul style="list-style-type: none"> Encourage attendance Ensure all absence is followed up. First Day Call Accurate and consistent marking of registers 	<ul style="list-style-type: none"> Postcards/letters home for positive attendance
98% -95%	Form Tutor Attendance Officer	<ul style="list-style-type: none"> Encourage positive attendance Remind students of attendance targets Inform Head of Year of any deteriorating attendance patterns and follow up. Contact parent/carer Fully support inter-form and attendance challenges. 	<ul style="list-style-type: none"> Continued school support
95% -93%	Head of Year Attendance Officer/PSP	<ul style="list-style-type: none"> Contact parent/carer Interview pupil Letter home and/or arrange meeting with parent/carer Agree attendance plan 	<ul style="list-style-type: none"> Support for students in school - target set
93% -86%	Head of Year Attendance Officer Student Support PSP Education Welfare Officer	<ul style="list-style-type: none"> Letter home-Review action plan Meet with pupil and parent/carer Advise parent /carer no further absence due to illness will be authorised without evidence Letter home advising referral to EW.(90%- 88%) Attendance panel Fast Track Referrals to other agencies if appropriate EW referral 1st EW 2nd EW letter(if no improvement) 	<ul style="list-style-type: none"> Home visit Discussion at a student meeting as appropriate. EHA if appropriate.
90% and below 85% and below	Head of Year Education Welfare Officer/ Attendance Officer Student Support	<ul style="list-style-type: none"> EW case work undertaken LA Action including: Warning Notice Penalty Notice Education Supervision Order Prosecution 	<ul style="list-style-type: none"> Continued support from school/EWO and student support and other agencies where appropriate