

ATTENDANCE CONCERNS

Attendance	Lateness before 9.10 am	Lateness after 9.10 am – This is classed as an unauthorised absence
Below 96% - parents informed of their child's low attendance via letter and requested to improve	10 late marks – parents informed of lateness via letter and requested to improve.	5 marks late – parents informed of lateness by letter and requested to improve.
Attendance remains below 96% - Headteacher requests meeting with parents	Lateness continues – Headteacher requests a meeting with parents.	Lateness continues - Headteacher requests a meeting with parents.
Attendance drops below 90% - absence will not be authorised without medical evidence	Lateness increases above 20 – attendance action plan between home and school.	Lateness increases above 10 – attendance action plan between home and school.
Attendance drops further – school will issue a final warning letter and invite the parents into school for a meeting. An Action Plan will be discussed between the parents and the school. The school will indicate that a report will be sent to Children Missing Education team at the Local Authority	Lateness increases further – school will issue a final warning letter and will consider further action in liason with Children Missing Education team at the Local Authority. This may lead to legal action which may result in a Magistrates Court appearance and subsequent fine.	Lateness increases further – school issues a final warning letter and will request intervention from the Children Missing Education team at the Local Authority. This may lead to legal action which may result in a Magistrates Court appearance and subsequent fine.
Attendance drops to 85% or below – the school will make a referral to the Children Missing Education team who may decide to do an unannounced home visit and will request a statutory local authority interview. This may lead to legal action which may result in a Magistrate's Court appearance and subsequent fine.		
Please note a morning = 1 session; an afternoon = 1 session and a day = 2 sessions. If a child is absent for a day this is classed as 2 sessions.		