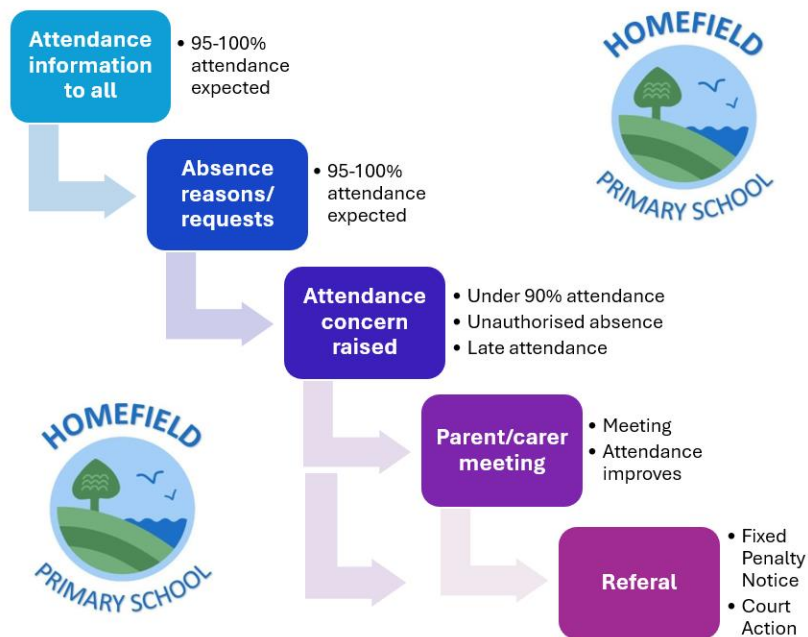


# Attendance Procedures – Parents/Carers



1. **Information:** All parents and staff provided key information about attendance.
  - a. School website - attendance pages
    - i. Daily absence reported by phone or email.
    - ii. Future absence Form link.
2. **Managing School Absence:** Parents/carers identify pupil is absent and reason for this.
  - a. Parents/carers report absence (see information: school website - attendance pages)
    - i. Report daily absence by phone or email.
    - ii. Report future absence via Form link.
  - b. Attendance Team
    - i. Phone or email parent/carer if absence without reason or further details required.
    - ii. Respond to parents/carers whether future absence is authorised/unauthorised.
    - iii. Request medical evidence if ill for more than 5-days or if medical absence precedes/follows authorised absence.
3. **Attendance concern raised:** Monitoring, reporting, and action to improve attendance.
  - a. Teachers may check if there are any issues they can help with.
  - b. Attendance Team
    - i. **Level 1 Action:** email to parents to report attendance below 90%, persistent absence threshold met (19 days) or 5+ late arrivals at school.
    - ii. **Level 2 Action:** informal discussions with parents/carers/child about ways to improve attendance.
    - iii. **Level 3 Action:** formal 'Notice to Improve' letter to improve attendance.
4. **Parent/carer meetings:** formal meeting held to improve attendance.
  - a. Attendance Team
    - i. **Level 4 Action:** 'Attendance Meeting' letter requesting a formal meeting to address attendance issues.
    - ii. **Level 5 Action:** Send 'Attendance Contract' letter asking for second meeting to sign contract to address attendance issues.
5. **Referral:** formal referral of the case to Pupil Entitlement.
  - a. Attendance Team
    - i. **Level 6 Action:** Referral to Pupil Entitlement to take further action.
      1. Fixed Penalty Notice for 10+ unauthorised sessions in a 10-school-week period.
      2. Court proceedings taken for 17+ days unauthorised absence.