Attendance Strategy



Letter 1

Attendance is below 90% - outlining concerns and requesting improvement.

Weekly Monitoring

Improved Attendance

No further action required

Letter 2

Attendance remains a cause for concern.

Parents/carers invited to attendance

surgery

Letter 3

If parents/carers fail to attend surgery, letter is sent outlining montiring plan expectations

Monitor for 3 weeks

As outlined at attendance surgery, child is expected to achieve a minium of 95% during this period.

Letter 4

Attendance remains a cause for concern. Letter sent from Headteacher

Improved Attendance

No further action required

Monitor for further 3 weeks

Outlined in Headteacher's letter of thiis further monitoring period.

Improved Attendance

Postcard/letter sent home to recognise improved attendance

Referral to Local Authority

Attendance remains a cause for concern.