

Wrockwardine Wood CE Junior School

Attendance Policy

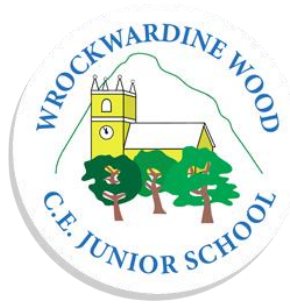


2023- 2024

Date implemented: September 2023

Compiled by: T Cartwright

Date to be reviewed: September 2024



“Love, Laugh Learn”

We will ignite the ability in all to ***‘Love, Laugh and Learn’***, recognising the extraordinary and wondrous in everything and in everyone. Our rich, varied and creative curriculum, together with our Christian values, will empower all to flourish following Jesus’s promise ***‘I have come to give life and life in all its fullness.’*** (John 10:10)

Our School Christian Values



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Introduction

- At Wrockwardine Wood CE Junior School we expect children to attend school every day, as long as they are fit and healthy enough to do so.
- Excellent attendance and punctuality is important if children are to benefit from everything school has to offer. Wrockwardine Wood CE Junior School believes that regular attendance at school is vital for children to be successful.
- School education lays the vital foundations of a child's life and research clearly demonstrates the link between regular attendance, punctuality and educational progress and attainment.
- Parents/carers and the school staff are partners in making this a success and this partnership is very important to the school. As a school, we will encourage parents and carers to ensure that your child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.
- As parents/carers, it is your responsibility to ensure your child/children arrive at school and return home safely.

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

➤ Promoting good attendance through high expectations and daily routines

Our daily attendance routines:

- Meet & greet
- Register open and close
- Register check & follow up on unexplained absence
- First day calling & home visits
- Engaging external agencies

➤ Reducing absence, including persistent and severe absence

- Support children and their parents/carers in the establishment of the highest possible levels of attendance and punctuality:
- We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The link governor responsible for attendance is Jenny Perkins and can be contacted via jenny.perkins@taw.org.uk /01952387880.

3.2 Our attendance team:

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors

- › Supporting staff with monitoring the attendance of individual pupils
- › Linking to safeguarding responsibilities as designated safeguarding lead
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary

3.3 The designated Senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Linking to safeguarding responsibilities as designated safeguarding lead
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to pupils and families

The designated leader responsible for attendance is Tracey Cartwright, replaced by the Deputy head in January 2023 and can be contacted via tracey.cartwright@taw.org.uk 01952 387880

3.4 The attendance officer/pastoral lead

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with local authority to tackle persistent absence
- › Delivering targeted intervention and support to pupils and families
- › Linking to safeguarding responsibilities as deputy designated safeguarding lead

The attendance officer is Claire Ashley and can be contacted via 01952 388861 or Claire.ashley2@taw.org.uk

3.5 Class teachers

Class teachers are responsible for:

- › Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9:15am on each morning and by 1:30pm on each afternoon.
- › Alerting a member of the attendance team to any attendance concerns
- › Working with the attendance team to encourage regular attendance
- › Praising improved and consistently good attendance

3.6 School admin/office staff and nominated attendance person

School admin/office staff will:

- › Take calls from parents about absence on a day-to-day basis and record it on the school system
- › Recording and maintaining records on our attendance register at the start of the first session of each school day and once during the second session. (See section 4, Recording attendance)

- Transfer calls from parents to the pastoral lead in order to provide them with more detailed support on attendance
- Following up unexplained absences and alerting a member of the designated safeguarding team. (See 4.5)
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Identifying and referring pupils who are missing out on education. (See 4.6 Identifying pupils who are missing out on education.)

The attendance administrator is Karen Smart and can be contacted via karen.smart2@taw.org.uk / 01952387880

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time. School gates open at 8:45, registration is taken at 8:55am.
- Call the school to report their child's absence before time, e.g. 8:55am on the day of the absence and each subsequent day of absence, and advise when they are expected to return. Contact can be made by telephone 01952 387880 or email A3129@telford.gov.uk
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity

➤ The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 8:55am and will be kept open until 9:10am. The register for the second session will be taken at 1:15am.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:55am or as soon as practically possible by calling the school office staff (see also section 7). The parent/carer must notify the school each day of their child's absence.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Details of the appointment must be given to the school office in person or via email

A3129@telford.gov.uk at least 5 days in advance or as soon as possible.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Formal contact will be made with parents/carers to identify any concerns with punctuality.

Punctuality will be tracked by the attendance officer and attendance team and the school will advise parents/carers if their child's punctuality falls below 90%. If the punctuality does not improve then more formal letters will be issued, and support meeting will be offered if the attendance deteriorates further the school will involve the Attendance Support Team at the local authority.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Contact the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts,
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving additional agencies.
- If no contact has been made with the parents/carers of an absent pupil on the first morning of absence, we will:

follow 'first day contact' procedures and contact the parent by telephone/text message.

Day One.

1. Ring / send a text to priority 1 number. Leave a message if no answer and record that you have done so (These calls to be completed by 10am)
2. At 12 noon, if we still have had no contact from parents the office will call priority number 1 and priority number 2 numbers, if there is still no contact the office will inform designated safeguarding lead or a member or senior leadership team and a decision will be made to do a safe and well check this may be using technology such as Microsoft Teams or in person at the child's home.
3. Two members of staff may complete the safe and well check. Staff must not enter the home and will ask to see the child/ren. Staff who are doing the safe and well to inform a point of contact at school which family they are visiting.

If there is nobody home, staff will leave a safe and well letter.

Day Two

If no contact again from parents, repeat the process.

Day Three

If no contact again from parents, repeat the process.

- Two members of staff will complete the safe and well this may be using technology such as Microsoft Teams or in person at the child's home. Staff must not enter the home and will ask to see the child/ren. Staff who are doing the safe and well to inform a point of contact at school which family they are visiting.

If there is nobody home staff will leave a safe and well letter and may follow one or more of the below processes:

- consider sending a School Attendance Letter (SAL), if an explanation has still not been received after three days of unexplained absence
- refer to the school's 'Nominated Attendance Person' (NAP) or Education Welfare Officer (EWO), to follow up absence if no response is received after 5 days of absence and refer to the family social worker or to 'Family Connect' if there are additional concerns regarding the family and no contact can be made with the parent
- where there are safeguarding or similar concerns regarding the pupil/family additional agencies should be contacted immediately if the school is unable to make contact with the family. (e.g social care, strengthening families)
- invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence unless other action is planned. This meeting should include a senior member of staff, parent, pupil and the NAP/EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance,
- pastoral lead will support the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then a 'Reintegration Plan' can be implemented. The plan should include all

members of the school staff and will be designed to be as supportive of the pupils needs as possible

- provide Early Help advice and support to the family, undertaking an Early Help Assessment if appropriate and make a referral to Strengthening Families if it is felt the family would benefit from additional support. In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

4.6 Identifying Pupils who are absent from education and missing education

WWJS and the LA recognises that whilst some children are out of school for a few days, others can be persistently absent, go missing with their families and there are some that do not have educational provision in place at all. All of these are forms of children who are absent from education. At WWJS we regard any child who meets the threshold of being absent from education as a safeguarding concern as being absent from or missing education can increase the risk of a child experiencing harm. Following our child protection policy, we may consult with the local authority children's services when school absence indicates safeguarding concerns.

The Education Act 1996 states that all children, regardless of their circumstances are entitled to an efficient, full-time education which is suitable to their age, aptitude, and any special needs they may have. We use the following classifications locally to aid monitoring and tracking:

1. Children Missing Education (CME) this is a national definition and covers children who are of compulsory school age who are not registered pupils at a school and are not receiving education.
2. Children Who Are Absent From Education (CWAFFE). This is referenced in Keeping Children Safe in Education and includes all pupils who are on a school roll, but who are missing education for a number of reasons, including but not limited to, persistent absence or severe absence, children who receive a modified timetable and children who have not attended school for a period of time.

In circumstances where a child meets the threshold for being absent from education or missing in education we will refer to:

Telford & Wrekin Policy & Procedure for: Children Who are Absent From Education

This guidance encompasses:

- Children Missing Education (CME)
- Children out of School (COOS)
- Children Not Receiving Education (CNRE)

Children may be missing education for a number of reasons which may include.

- Being absent from school for 10 or more school days consecutively.
- Not having a school place yet allocated to them.
- School refusal/avoidance
- Being Electively Home Educated (EHE) but not receiving a suitable education at home.
- Having disappeared from education and their whereabouts are unknown.

4.7 Electively Home Educated (EHE)

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home we will provide information to the local authority and encourage parent/carers to attend an Elective Home Education Multi Agency Meeting (MAM) information sharing meeting. Where a child has an Education, Health and Care plan local authorities will need to review the plan, working closely with parents and carers with the emphasis on ensuring the best interests of the child.

4.8 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly parents evening or reports. Parents also have access to their child's live attendance through the school's data reporting system DC-Pro where they can also see their child's end of year report.

Additionally, the school will report excellent attendance, improved attendance or concerning attendance through letters sent to the home address.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the schools web page [Request for leave | Wrockwardine Wood Church of England Junior School \(wrockwardinewoodjunior.org.uk\)](http://wrockwardinewoodjunior.org.uk)

The headteacher may require evidence to support any request for leave of absence.

Please allow enough time for the processing of your application before making any travel arrangements. (DfE guidance states schools should not authorise leave retrospectively).

The Government has renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Each application will be considered and the Headteacher will determine the duration of any leave if it is agreed and authorised. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent or posted to the parents' home address.

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Examples	Authorised absences	Unauthorised absences
	<ul style="list-style-type: none"> • Genuine illness of the pupil • Hospital/dental/doctors appointment for the pupil • Major religious observances • Visits to prospective new school: • External exams or educational assessments. 	<ul style="list-style-type: none"> • shopping/day trip/visit to a theme park • a birthday treat • oversleeping due to a late night • looking after other children/other family member • appointments for other family member • holidays which have not been agreed

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

4 Strategies for promoting attendance

Visibly demonstrate the benefits of good attendance throughout school life.

- Individual classes attendance will be displayed
- Weekly assemblies will highlight good attendance for individual classes
- Whole class attendance rewards will be issued using schools reward systems.
- Attendance is rewarded half termly by formal recognition of progress and in attendance assemblies where certificates are issued for those children with the highest attendance.
- Use the weekly newsletter to communicate attendance with the whole school community

The school will advise parents as soon as their child's attendance drops below 90%. If the attendance does not improve then more formal letters will be issued and if the attendance deteriorates further the school will involve the Attendance Support Team at the local authority.

Each child's attendance can be summarised as:

Grading	Attendance %	Rating	Action
A	95 – 100%	Good – Well done	This will help all aspects of your child's progress and life in school. This will give them a good start in life and supports a positive work ethic. Your child's attendance is at, or above, the school target.
B	90 – 95%	Below expected	Strive to build on this. Your child's attendance is below expected and will be monitored. A letter may be sent to you to inform you of your child's attendance.
C	85 – 90%	Poor	Absence is now significantly affecting your child's attainment and progress. This is a cause for concern and will be closely monitored. You will receive a letter from the Nominated Attendance Person in School and intervention will be commenced.
D	80 – 85%	Unacceptable	Absence is seriously affecting attainment and progress and disrupting your child's development. Your child's attendance is a major concern. It is

			probable that legal intervention will have already commenced.
E	< 80% attendance	Grave concern	Legal proceedings will by now have progressed rapidly.

The school and the Telford and Wrekin Attendance Support Team work closely together and regularly monitor both attendance and punctuality. Non-attendance is an important issue that is treated seriously. However, each case is different, and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

7. Attendance monitoring

The Nominated Attendance Person monitors pupil absence on a fortnightly basis.

Parents are expected to contact the school in the morning if their child is going to be absent due to ill health (see section 3.2)

If after contacting parents a pupil's absence continues to rise, we will consider involving the Attendance Support Team at the local authority.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Follow monitoring and support procedures as displayed in appendix 2
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Claire Ashley. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

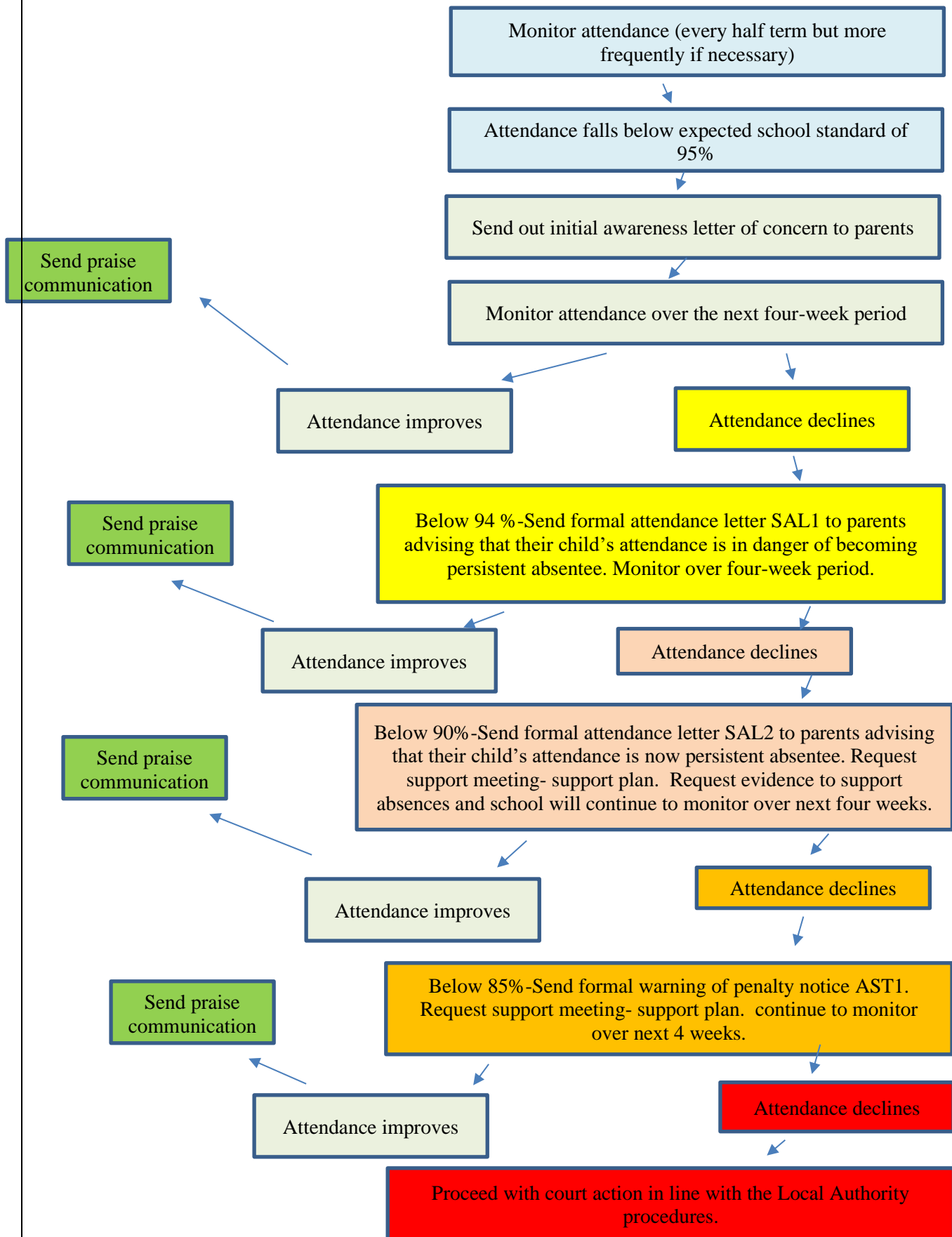
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Monitoring and support



How we monitor and support attendance

100%	95%	90%	85%	80%	75%
190 days of education for your child each year	10 days absent = 10 days missed education 180 days of education for your child each year	19 days absent = 19 days missed education 171 days of education for your child each year	29 days absent = 29 days missed education 161 days of education for your child each year	38 days absent = 38 days missed education 152 days of education for your child each year	47 days absent = 47 days missed education 143 days of education for your child each year
<u>Excellent</u> Best chance of success. Gets your child off to a flying start	<u>Initial concern</u> Missed learning opportunities	<u>Worrying</u> Less chance of success Makes it harder to reach potential	<u>Not fair on your child</u> Hard to make progress Possible friendship and social difficulties Educational outcomes and life chances are impacted		
<ul style="list-style-type: none"> Attendance rewards Certificates End of year attendance raffle 	<ul style="list-style-type: none"> Initial concerns letter Attendance monitoring Certificates when improvement is seen 	<ul style="list-style-type: none"> Attendance meeting with attendance officer/pastoral lead Begin formal attendance procedures in line with the LA Attendance support plan Certificates when improvement is seen 	<ul style="list-style-type: none"> Fixed penalty warning notice Attendance meetings Court action- fines up to £2500 per parent. Possible custodial sentence 		

We acknowledge that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

