



Attendance Policy

This policy is reviewed at least annually by the governing body and was

Ratified by Governing Body on:
Next review date: September 2021

Signature..... (Chair of Governors)

Print Name.....

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Introduction

School attendance lays the vital foundations of a child's life. To this end, Hollymount seeks to ensure that all its pupils receive a full-time education, suitable to their age, aptitude and ability, which maximises opportunities for each child to realise their potential. To gain the greatest benefit from their time at Hollymount School it is vital children attend regularly and on time. We would always encourage pupils to strive for 100% attendance by attending every day the school is open for instruction, providing they are fit and well enough to do so. In order to support this, we adopt a whole school approach to school attendance and will engage with families to identify, address and overcome barriers to attendance and learning.

COVID 19 Addendum

Hollymount School understands that parents and children may feel anxious about attending school due to COVID 19. This is understandable and the school will do everything it can to reassure parents and support children in school. The school have worked and continue to work closely with the Local Authority and Public Health England to ensure school is COVID 19 compliant by having the relevant risk assessments, safety measures and safety plans in place. The school's expectation however, in line with Government guidelines, is that children are expected to be in school. The guidance is very clear that children should be in school and the parental responsibility for ensuring school attendance still applies. The guidance is also clear that children should not attend school if they are exhibiting any

symptoms, anyone in their household is exhibiting symptoms or if they test positive. The school will ensure that up to date information on government guidelines is on our website and in the newsletter.

Lockdown 2021

As vulnerable children are still expected to attend school full time, they should not be marked as Code X (lockdown) if they are not in school (except if they are shielding, self-isolating or quarantining).

Schools and colleges should encourage vulnerable children to attend but if the parent of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending. The Department for Education (DfE 2020 School Attendance; guidance for schools) expects schools and colleges to grant such applications for leave given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

As with vulnerable children, critical worker parents and carers should let schools know if their child will not be attending and, if not, schools should grant a leave of absence (code C) given the exceptional circumstances.

All pupils who are not expected to be in school should be marked as Code X. They are not attending because they are following public health advice.

At Hollymount school vulnerable children are:

- Children being assessed under section 17 or section 47
- Education Health Care Plan
- Under a Child in Need plan
- Under a Child Protection plan
- Children Looked After
- Children under Interim Care Order

It **may** also include:

- Special Guardianship Order
- Young Carers
- Children who cannot access remote learning
- Adopted children

Aims

Hollymount aims to meet its obligations with regards to school attendance by seeking to:

- Ensure every pupil has access to full time education to which they are entitled
- Promote good attendance and reduce absence, including persistent absence
- Improve the overall attendance of pupils
- Develop a framework which identifies agreed roles and responsibilities
- Make attendance and punctuality a priority for the whole school community

- Develop a systematic approach to gathering and analysing attendance data
- Act early to address patterns of absence
- Promote and support punctuality in lessons
- Provide support advice and guidance for parents and pupils to overcome barriers to attendance
- Support parents to perform their legal duty to ensure children attend school
- Implement a system of rewards and interventions
- Promote effective partnership with the EWO, SEND teams, EP, TFS and other external agencies
- Ensure the safety of all pupils in line with our safeguarding culture

Legislation and guidance

This policy meets the requirements of the Department for Education (DfE) School Attendance Guidance and refers to the DfE's statutory guidance on school attendance parental responsibility measures. Information in this policy is drawn from the following legislation that govern school attendance:

The Education Act 1996

The Education Act 2002

The Education and Inspections Act 2006

The Education (Pupil Registration) (England) regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

DfE School Attendance Guidance July 2020

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. It also complies with our funding agreement and articles of association.

School Attendance and the Law

Under the 1996 Education Act, parents and carers have a legal responsibility to ensure their children receive efficient full-time education by regular attendance at school or otherwise. If a child of compulsory school age fails to attend the school at which he/she is registered at, then the parent/carer is guilty of an offence.

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law under Section 444 of the Education Act 1996 makes it an offence for a parent or carer to fail to secure the regular attendance of their child, at a school at which the child is a registered pupil, without good reason or the agreement of the school. Regular attendance is in accordance with the rules prescribed by the school and school would expect pupils to attend every day the school is open for instruction. Parents and children will be supported by school to overcome barriers to regular attendance, through a range of intervention strategies. However, continued unauthorised absence from school may lead to prosecution of parents under Section 444 and 444a of the Education Act 1996.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006, take a register at the start of the morning session and again during the afternoon session. This register will record whether pupils are present or absent and whether the absence was authorised or unauthorised. Since Sept 2006, schools have been required to use statutory attendance codes (Appendix 1).

Under the Pupil Registration Regulations 2006 only the school and **not the parent** can authorise an absence. Where the reason for the pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carers, the school may decide to authorise the absence using the appropriate national code.

At Hollymount we monitor the attendance of our pupils in order to recognise and reward good attendance and enable us to identify early patterns of poor attendance and support parents appropriately if there is a concern. The final responsibility for the decision of what codes are used on the register is solely that of the headteacher.

The Education (Pupil Registration) (England) Regulations 2013 removed all references to 'family holidays' as well as the statutory threshold of 10 school days. Headteachers may not grant any leave of absence unless there are exceptional circumstances. There is therefore no automatic right to remove pupils for a holiday during term time. Term time holidays will therefore not be approved and if taken will be recorded as an unauthorised absence and may result in a Penalty Notice fine being issued.

Procedures

Attendance Register

The register is a legal document, all schools are required to keep an attendance register and all pupils must be placed on this register. This register will be taken at the beginning of the first session of the school day and at the beginning of the afternoon session. Every entry on the register will be preserved for 3 years.

The register 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, position of the person who made the amendment

Hollymount School opens at 8:45am and the doors close at 8:55am. Morning registration is at 8:50am. Afternoon registration is between 12.30pm and 1.15pm depending on age. The register closes at 9:30am and pupils arriving at this time or after are marked in the register with code U (unauthorised late) which impacts on the child's overall attendance percentage.

How to report an absence

If a child is absent for any reason, the school should be informed by the parent/carer by **9:00am on the first day of absence and every consecutive day of absence until the child returns to school**. This should include the reason for absence and the expected date of return. All communication will be recorded on the schools monitoring system (Scholar Pack)

Hollymount School can be notified by phone 01905 23159 or email office@hollymountschool.org

Following Up Absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not, and identify the correct attendance code to use.

If a child is absent and no reason has been given then the school office staff will ring the parental contact to gain a reason. If no contact is made then school will text a reminder for the parent to contact school with a reason for absence. If no response the school office staff will contact the other contacts on the child's contact form. If no contact is received after the 2nd consecutive day of absence the school will seek to carry out a safe and well check.

Letters are also sent out on a weekly basis to gain unconfirmed reasons for absence and parents will be asked in person to provide a reason when the child returns to school.

Absence for which the school receive no explanation, or when the school has reason to doubt the offered explanation, will be recorded as an unauthorised absence.

Absence due to illness will be authorised unless the school have genuine concerns about the authenticity of the illness. In this situation, the school may ask parents to provide medical evidence such as, copy of the prescription, appointment card or other appropriate forms of evidence. If school are not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Reporting to parents

Parent/Carers will receive information on attendance within the end of year school report and on an annual basis. If a child's attendance declines then letters will be sent out to inform parents of their child's attendance. The Attendance Monitoring process will seek to identify any early or continued attendance concerns and will trigger appropriate intervention strategies to inform and engage parents in addressing concerns.

Authorised and unauthorised absence

Absence from school will be either authorised or unauthorised.

Authorised Absence will be used when a child is away from school for a legitimate reason and the school has received notification from the parents. Only school can authorise an absence, **parents do not have this authority**, consequently not all absences supported by parents will be authorised.

Reasons could include:

- Illness and medical/dental appointments. Providing there is no doubt as to the authenticity of the illness and, when requested, medical evidence is provided
- Religious Observance. Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong.
- Traveller pupils travelling for occupational purposes, has been in advance with the school and is not known to be attending any other educational provision.

Unauthorised absence will be used when a child is away from school without the permission of the school. An absence can therefore be unauthorised even if the child is absent with the support of the parents. Parents will be advised when an absence is unauthorised.

Medical or Dental

Missing registration for a medical or dental appointment will generally be recorded as an authorised absence. Advance notice is required for authorising these absences and evidence of the appointment may be requested. However, we encourage parents to make medical and dental appointments out of school hours. Where this is not possible, the pupil should be out of the school for the minimum amount of time necessary.

Lateness and Punctuality

Good school attendance includes being there on time every day. The habit of good punctuality at school will not only support a child through their education but also into adult life and the workplace. When a pupil arrives late, they miss out on the essential instructions given out at the beginning of each lesson. This can significantly reduce achievement, regardless of academic ability. Arriving late to a learning environment where everyone is settled can be embarrassing for the child as well as disruptive to the rest of the children in the class.

A pupil who arrives late, but before the registers have closed, will be marked as late using the appropriate attendance code. A pupil who arrives late, after the registers have closed, will be marked as absent using the appropriate attendance code. They will be expected to arrive through the school office and parents/carers will be asked to complete a late form.

If the child is late on 3 separate occasions per half term, a punctuality letter will be sent to parents informing them on the effects poor punctuality has on their child's education. If punctuality continues to be a problem, then parents will be asked to meet with the Head or Deputy Head to discuss any additional support needed

Leave of Absence in Term Time

The Education (Pupil Registration) Regulations 2013 removed all references to family holidays in term time. Therefore, leave of absence will not be granted unless an application is made in advance and the headteacher considers that leave of absence to be 'exceptional circumstances.' In deciding whether to grant the request for leave of absence the following will be considered:

- Overall pattern of attendance
- Age of the children
- Phase of education
- Time of year, examinations, transition events
- Length, destination and purpose of leave
- Family circumstances

A '**request for leave of absence in term time form**' must be obtained from the school office and submitted to the headteacher at least 4 weeks prior to the planned absence. Evidence will be required in each case. The headteacher (in consultation with the Governors and any relevant support services) will consider each application individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence request is granted entirely at the Headteachers' discretion. Parents will be informed in writing of the decision within 1 week of their application. The final decision on this lies with the Headteacher.

NOTE: A term time holiday will not be approved and will be recorded as an unauthorised absence. This may result in a Penalty Notice fine being issued.

Children Missing Education

It is parents/carers responsibility to inform school by 9am if their child is absent. If school are not informed of an absence, a first day call is made by the school office staff to the parent and a voicemail left. If no contact can be made a text will be sent requesting the parent /carer inform the school of the reason for absence. Again, if no contact is made the school will seek to contact 2nd and 3rd parental contacts.

If no contact is made after the 2nd day and the child is still absent, then the school will:

- carry out a safe and well check to the child's home address and leave a note
- Make other diligent enquiries to contact the family
- If Safeguarding concerns are raised, refer the matter to the Police for a safe and well check
- Notify the Local Authority and other agencies as appropriate, who have a duty to investigate the whereabouts of such children and negotiate their prompt return to school or a suitable education.

Traveller Absence

The law recognises that Gypsy, Roma and Traveller families may have an additional reason to keep their children from school, which is different from non-Gypsy, Roma and Traveller families. This is that children are of 'no fixed abode' and their parent(s) are engaged in a trade or business that requires them to travel from place to place and therefore prevents them attending school. Nevertheless, each child must attend school as regularly as that trade or business permits, and children over six years old must attend at least 200 sessions in each rolling 12-month period.

Persistent Absence

The Government uses the term Persistent Absence to refer to absence of 10% or more whether authorised or unauthorised. If a pupil's individual overall absence rate is greater or equal to 10% (i.e. 90% or less attendance at any time) they will be considered a Persistent Absentee. Pupils with persistent absence are unlikely to attain their full potential in school, are at risk of falling behind and are less likely to remain in education after leaving school.

A report on Attendance is compiled on a weekly basis by the Deputy Headteacher and sent to the Headteacher. It identifies any pupil whose attendance falls below 90% and is considered to be a Persistent Absentee. It also identifies pupils whose attendance is between 93%-90% who are at risk of becoming a Persistent Absentee. The report will identify reasons for absence, whether the absence is authorised or unauthorised and any support or intervention strategies required.

For those children whose attendance falls below 93% appropriate interventions will be implemented to identify and address any barriers to attendance. These may include, but are not limited to a meeting with the Deputy Headteacher, an Attendance Support Plan, home visits, Attendance Panels, referral to support services.

Attendance monitoring

The school is committed to using and recording data to monitor the attendance and absence of all pupils. The school believes early intervention is the key to identifying and tracking problems and concerns. To this end school office staff monitor pupil absence daily. Parents are expected to notify the school office by 9am each day that their child is absent. If no reason for absence is provided school will make a first morning call to parents/carers and all other school contacts. If a pupil's absence goes beyond 2 days school will seek to carry out a safe and wellbeing visit.

- If attendance falls below 95% a letter of concern is sent to parents
- If attendance falls below 93% a letter of concern is sent to parents and these pupils are monitored for a fortnight and if it does not improve the parents will receive a letter inviting parents into meet with Deputy Headteacher. Barriers to attendance will be discussed, support identified and the pupil placed on an Attendance Support Plan (ASP) where attendance will be closely monitored.
- If attendance falls below 90%, despite being on an ASP, a letter of concern will be sent, and a referral made to the Education Welfare Officer (EWO).

The EWO will seek to work in partnership with school and parents to address barriers to attendance and provide additional support where appropriate. However, if attendance fails to improve the EWO will support the school in considering enforcement action to fulfil its statutory duties to support school attendance. This may involve the issuing of 1st and Final Notices of intent to Prosecute, Penalty Notices and prosecution action under Section 444 and 444a of the Education Act.

Strategies for promoting attendance

It is our aim to promote and maintain a culture where excellent attendance and punctuality is recognised and rewarded. The school promotes regular attendance through assemblies and a system of rewards. Attendance is discussed during parent consultations. Our Attendance Monitoring process will seek to identify any early or continued attendance concerns and will trigger appropriate intervention strategies to inform and engage parents in addressing concerns. School also seek to reward good attendance via a range of strategies, including:

- Weekly class certificates/ awards
- 100% certificates
- Enriched and engaging curriculum matching our learners needs.
- Regular publication of attendance to parents

Roles and Responsibilities

Improved school attendance can only be achieved and sustained through a whole school approach working in conjunction with parents, pupils, staff and the wider community and support services. Attendance is the responsibility of every member of staff.

The Governing Body

- Annually review the school's Attendance Policy
- Hold the Headteacher to account for the implementation of the Attendance Policy
- Monitor the attendance figures for the whole school on at least a termly basis
- Require the Headteacher to report on attendance at termly meetings
- Ensure that school complies with the Education (Pupil Registration) (England) Regulations and other related legislation

The Headteacher

- Responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.
- Support staff in monitoring the attendance of individual pupils.
- Ratify enforcement action and penalty notices, where necessary.

The Attendance Officer

- Monitor attendance data at whole school and individual pupil level
- Ensure attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret attendance data to identify solutions to attendance concerns
- Arrange calls and meetings with parents to discuss attendance issues
- Carry out safe and well home visits when required
- Use staged interventions to address attendance concerns
- Ensure Attendance Support Plans are used effectively to improve attendance
- Report concerns about attendance to the headteacher
- Work with Attendance Officer to tackle persistent absence
- Engage a multi-agency response to support families and pupils to improve attendance
- Instigate the Early Help process where appropriate
- Evaluate the effectiveness of interventions

- Report school attendance data to staff, headteacher and Governors
- Advise the headteacher when to consider enforcement action and issue penalty notices

Class Teachers

- Form positive relationships with pupils and parents and actively promote the importance and value of good attendance
- Keep accurate daily records of attendance. Use correct codes to record and monitor am, pm attendance and punctuality and submit this information to the school office.
- Convey any attendance concerns to the Headteacher/Deputy Headteacher at the earliest opportunity.
- Convey any attendance concerns to parents
- Reward and recognise good attendance in accordance with school policy

Office Staff

- Utilise the school's attendance monitoring programme (Scholar Pack) to ensure accurate records are kept in relation to attendance, absence and the reasons for absence.
- Utilise the school's attendance monitoring programme (Scholar Pack) to ensure accurate records are kept of communication relating to school attendance
- Responsible for initiating First morning calls to parents and contacts when a child fails to attend and no reason for absence has been provided
- Follow up all unexplained absences to obtain explanations from parents and ensure the safeguarding of pupils
- Convey any attendance concerns to the Headteacher and Deputy Headteacher/Attendance Officer at the earliest opportunity
- Produce and send Attendance Monitoring letters in conjunction with the Attendance Officer

Parents/Carers

- Ensure their child's regular attendance at school and be aware of their legal responsibilities
- Talk to their child about school and take a positive interest in their child's work, progress and school attendance
- Ensure their child arrives at school on time and prepared for the school day
- Inform the school office of a child's absence before 9:00am every day that they are absent. Parents must ring or email the school office by 9:00am. The school office will be staffed from 8:20am, but there is an answerphone service before this time. You will need to do this each day your child is absent
- NB Failure to provide a reason for absence may result in a safe and well home visit from school. Failure to provide a reason for absence within 4 weeks of the absence occurring will result in the absence being unauthorised
- Attend any meetings as requested to discuss attendance concerns
- Work with school and the Attendance Officer to overcome any barriers to attendance
- Avoid any unnecessary absences, where possible make doctor/dentist appointments outside of school hours

- Notify the school of any home circumstances that may affect your child's attendance and behaviour
- Notify the school immediately of any changes to contact details
- Do not arrange any leave of absence during term time. If this isn't possible, parents must fill in a leave of absence form, available from the school office, at least 4 weeks in advance. Unauthorised absences due to term time holiday may incur a penalty notice.

Pupils

- Attend school regularly
- Arrive well prepared for the school day
- Speak to a member of staff if they are experiencing difficulties or have concerns
- Register in their classrooms both in the morning and afternoon.
- If late, pupils should enter the building through the school office with a parent or carer who should inform the office staff about the reason for lateness. This will be recorded in the late book and the school monitoring system
- If pupils are taken out of school during the day due to appointments or illness then the school office team will sign them out with the time, date and reason.

Education Welfare Officer

School work with Worcester Children's First, Education Welfare Service to reduce persistent absence, improve school attendance and give advice, guidance and support to children, families and school. The Education Welfare Officer (EWO) carries out statutory duties on behalf of the school to ensure parents/carers fulfil their legal requirements in relation to school attendance.

The school may refer a pupil to the EWO where attendance remains a concern following school intervention. The EWO will work with school and families to address attendance issues. However, if attendance fails to improve Legal action may be taken against parents/carers and could include Notices of Intent to Prosecute, Penalty Notice, Education Supervision Order or Prosecution under Section 444 of the Education Act 1996.

Legal sanctions

The Education Act 1996 requires parents/carers to ensure their children receive a full-time education suitable to their age, aptitude and ability either by regular attendance at school or otherwise. If a child of compulsory school age fails to attend regularly at the school which he/she is registered their parent guardian is therefore guilty of an offence and a penalty notice may be issued

Hollymount school will seek to follow the Local Authorities code of conduct for issuing penalty notices to parents/carers who fail to secure the regular attendance of compulsory school age children. The decision on whether to issue a penalty notice ultimately rests with the headteacher. This decision may consider circumstances where:

- There are a number of unauthorised absences occurring within a rolling academic year
- One off instances of irregular attendance such as unauthorised holidays in term time

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If issued with a penalty notice, parents/carers will be fined £60 per parent per child payable within 21 days and rising to £120 per parent per child payable within 28 days. The payment must be paid directly to the Local Authority. If the payment is not made after 28 days, the Local Authority will seek to prosecute the parent. The Penalty Notice can only be withdrawn at the discretion of the Headteacher.

Evaluation and Review

The school will review this Policy annually and update accordingly to include changes in the law and guidance on good practice. This Policy will be promoted throughout the school community, saved on the school website and shared with outside agencies and partners as required

Monitoring arrangements

This Policy will be reviewed annually by the Local Governing Body and shared with all stakeholders

Links with other policies

This Policy is linked to our, Safeguarding (including Child Protection) Policy and Children Missing Education 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: ESCALATION PROCESS

TIER	TRIGGER	ACTION
Historic Concerns	Finished last year on less than 90% and attendance was of concern	New Academic Year Letter of Concern sent by Attendance Officer. This is logged on Scholar Pack, saved on child's file and attendance monitored <ul style="list-style-type: none"> - Reminds parents of last year's attendance - Sets attendance expectations for new academic year - Identifies consequences of poor attendance
Tier 1	Attendance falls below 95% and attendance is of concern	Letter of Concern sent to parents by School Office from Attendance Officer. This is logged on Scholar Pack, saved on child's file and attendance monitored. <ul style="list-style-type: none"> - Expresses concern about attendance - Informs parent of current attendance - Identifies whether absences are authorised or unauthorised - Encloses a registration certificate - Reminds parents of their legal responsibilities and Persistent Absence - Invites parents to contact school to discuss
Tier 2	Attendance falls below 93% and has not improved	Letter of Concern 2 sent to parents by School Office from Attendance Officer. This is logged on Scholar Pack, saved on child's file and attendance monitored. <ul style="list-style-type: none"> - Expresses concern about attendance - Informs parent of current attendance - Identifies whether absences are authorised or unauthorised - Encloses a registration certificate - Reminds parents of their legal responsibilities and Persistent Absence

		<ul style="list-style-type: none"> - May request parents provide medical evidence of absence due to illness - Invites parents to attend a set meeting with the Headteacher if attendance does not improve after two weeks where an ASP will be devised that identifies the barriers to attendance and agrees an action plan of support. An attendance target will be set and a referral to outside agencies considered.
Tier 3	Attendance falls below 90% (now PA)	<p>Letter of Concern 3 sent to parents by School Office from Headteacher. This is logged on Scholar Pack, saved on child's file and attendance monitored</p> <ul style="list-style-type: none"> - Expresses concern about attendance - Informs parent of current attendance - Identifies whether absences are authorised or unauthorised - Encloses a registration certificate which - Reminds parents of their legal responsibilities and Persistent Absence - May request parents provide medical evidence of absence due to illness - Referral made to the Education Welfare Officer for supportive interventions and enforcement action. EWO will seek to work with parents and school to identify and address barriers to attendance.
Tier 4	Attendance below 90% and continues to deteriorate despite supportive interventions from EWO	<p>Legal Proceedings commenced</p> <ul style="list-style-type: none"> - 1st Notice of Intent to Prosecute - Final Notice of Intent to Prosecute - Penalty Notice - Pre-Prosecution Meeting - Referred to Local Authority for consideration of Legal Proceedings

Improvement	Attendance improves and returns above 90%	An Improvement Letter sent to parents and a certificate issued to pupil <ul style="list-style-type: none">- Acknowledging the improvement in attendance and the correlation re attainment- Confirming that attendance will continue to be monitored
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