


ATTENDANCE ACTION PLAN

Parents are reminded not to take their children out of school during term time. **We are aiming for a 100% attendance.** Any pastoral concerns causing poor attendance should always be reported to your child's Head of Year as soon as possible so that support can be put in place. All absence should be to explained in full and reported via the digital system.

STAGE	TIME SCALE	WHAT NEEDS TO BE DONE	WHO BY / WHO WITH
	Day 1 - 2	Parent contacts the school on either the first or second day of absence. A digital absence form should be completed when child returns to school, explaining the reason for absence.	Administrative staff
	Day 3 – 5	School phones home on 3 rd day of unexplained absence. Class Tutor informed.	Administrative staff
STAGE 1	95% threshold reached	Parental Letter At this stage there is an attendance concern . A letter is sent home and targets to support improved attendance are set.	Head of Year
STAGE 2	90% Threshold reached	Parental Meeting Attendance continues to fall. The HoY meets with parents in school and further targets for improvement are discussed & agreed. A date is set for a review meeting .	Head of Year
STAGE 3	85% threshold reached	Referral made to EWS EWO makes contact and arranges a home visit	Senior Teacher
STAGE 4	Attendance continues to fall below 80%	Attendance Panel Parental meeting in school	The Leadership Team
STAGE 5	Attendance continues to fall below 70%	Attendance Panel Parental meeting in school	The Board of Governors