

Parents asked to explain to class teacher and/or Headteacher the reasons for absence.



No improvement...

School will contact parents/carers that it is monitoring attendance if it drops below 93% / is likely to fall below 91%.



No improvement...

If there is no improvement a letter will be sent by the Headteacher to explain that absences will no longer be authorised by school.



No improvement...

If absence continues a meeting with the Headteacher and parents will be arranged with targets and timescales set to improve attendance.



No improvement...

If absence persists a formal referral to the Targeted Support Service requesting further intervention will be made.

An attendance level of 91% or below may lead to this action.