Step 1 Monitoring Letter	***Attendance Concern: 10 sessions/5 days of absence*** *ACTION* • School identify students who have missed 10 sessions/5 days of education • Letter sent home to parents *SUPPORT* • Communicate with parents/students regarding barriers to attendance • Work with parents on a voluntary basis to remove barriers and improve attendance
Step 2 Support Meeting 1 (Action Plan)	***Attendance has not improved: 20 sessions/10 days of absence*** *ACTION* • School identify students who have missed 20 sessions/10 days of education • Letter sent home to parents inviting them to a meeting with the class teacher and Mrs Housley • School request medical evidence to help understand and provide necessary report • Create an attendance action plan • Fortnightly consultations with parents *SUPPORT* • Parents and students work on their attendance action plan with the support of the school • Set review date to liaise with parents • Consider referring to other professionals or Early Help • Fortnightly consultations with parents
Step 3 Support Meeting 2 (Attendance Contract)	***High Risk of Persistent Absence: 28 sessions/14 days of absence*** *ACTION* • School identify students who have missed 28 sessions/14 days of education • Letter sent home to parents inviting them to an Attendance Review Meeting with Mrs Housley and the Headteacher • Create a formal attendance contract with parents • Email the Local Authority • Prepare parent responsibility letter and hand to parents with explanation • Weekly consultations with parents *SUPPORT* • Support parents and student to implement the attendance contract • Weekly consultations to support parents to improve attendance • Set a review date for parents to meet in school
Step 4 Review Meeting (Failure to improve)	***Persistent Absentee: 38 sessions/19 days*** *ACTION* • School identify students who have missed 38 sessions/19 days of education • Letter sent home to parents inviting them to an Attendance Review Meeting which includes the Headteacher, School Attendance Governor and other professionals • Refer to Headteacher, Local Authority, and Appointed Attendance School Governor to adjudicate and agree if a failure to Improve Letter should to be issued to the parent *SUPPORT* • Continue to support the parent and student • Refer to the Local Authority for the next steps • Consider attendance fixed penalty notice
Step 5 Fixed penalty Notice Request	***Persistent to Severe Absentee: 38+ sessions/19+ days*** *ACTION* • School identify students who have missed 38+ sessions/19+ days of education • Submit Fixed Penalty Notice to the Local Authority – include all documentation *SUPPORT* • Continue to support the parent and student • Continue to protect the right of the student to an education and explore all options *SAFEGUARDING* • Consider a referral