Appendix 5

These stages are not necessarily chronological; you may go immediately to stage 2 if your child's attendance falls below 90%.

Child's attendance falls below 96%

Stage 1: You will receive a letter informing you of your child's attendance and how many sessions they have missed.

Child's attendance improves and is now over 96%.

School will continue to routinely monitor.

Child's attendance falls below 90%

Stage 2: Below 90% attendance – You will receive a letter informing you of your child's attendance and how many sessions they have missed. You will be provided with contact details of support you may wish to access.

Child's attendance improves and is now over 90%. School will continue to routinely monitor through stage 1 processes until attendance is 96%.

Child's attendance continues to remain below 90%

Stage 3: If attendance remains under 90% following a stage 2 support letter, then you will receive a stage 3 support letter. The letter will invite you to an Informal support meeting with the Family Support Worker or the Class Teacher to listen and understand barriers to attendance and agree how all partners can work together to resolve them.

Child's attendance improves and is now over 90%. School will continue to routinely monitor through stage 1 processes until attendance is 96%.

Child's attendance continues to remain below 90%

Stage 4: If attendance remains below 90% following a stage 3 support letter, then you will receive a stage 4 support letter. Where absence persists and voluntary support is not working or not being engaged with, a formal support meeting will take place with a member of the Senior Leadership Team or the Family Support Worker. A representative from the Local Authority may also attend this meeting to support your child's

Child's attendance improves and is now over 90%. School will continue to routinely monitor through stage 1 processes until attendance is 96%.

Child's attendance continues to remain below 90%

Stage 5: Legal action considered. Where all other avenues have been exhausted and support is not working or being engaged with, it may be necessary to enforce attendance through statutory intervention: a penalty notice in line with the National Framework for prosecution to protect the pupil's right to an education.