



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Attendance and Punctuality Policy	
Lead	Mr Ben Taylor, Assistant Headteacher	
Governor Committee	BSII	
Policy Status	Updated	September 2023
	Governor Approved	Yes
	Date Governor Approved	November 2023
Review Frequency	Annually	
Next Review	September 2024	

Table of Contents

- 1. Introduction..... 1
- 2. Aims and Objectives 2
- 3. Statutory Duty of Schools 2
- 4. Parental responsibility and/or Day to Day Care 2
- 5. Leave of Absence 3
- 6. School Day/Punctuality..... 4
- 7. Reporting an Absence/First Day Absence 5
- 8. Authorising Absences..... 5
- 9. Medical Notes and supporting evidence 6
- 10. Roles and Responsibilities in Managing Attendance 6
- 11. School Interventions for Managing Persistent Absenteeism 9
- 12. Student Support in Long Term Absenteeism..... 9
- 13. Attendance Rewards..... 10
- 15. Deletions from the Register 11
- 16. School Attendance Focused Target..... 12
- 17. Monitoring and Review 12
- 18. Relationship to other Policies 12
- APPENDIX 1:..... 13

- 19. Henley In Arden Attendance Process 14

1. Introduction

Henley in Arden is a successful school and your child plays an important part in making it so. We aim for an environment which enables and encourages all members of the school community to reach out for excellence. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day. The school will work together with Parents/Carers to support this aim.

It is intended that through this policy awareness of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance is established across the school. Absence whether it is long term, frequent or occasional leads to missed learning experiences and may cause fractured social friendships which encourage an increased pattern of non-attendance. We urge you to give this matter the priority it deserves.

Henley in Arden School expects its students to aim towards achieving 100% attendance.

We have a responsibility to monitor the attendance of students and challenge absence where appropriate. We have a variety of strategies to support students whose attendance is giving cause for concern. In addition, we have a team of Form Tutors, Pastoral Managers, Heads of Year, Attendance Officer, and Assistant Head teacher who also work with students and families to ensure all students have good attendance records.

Attendance and punctuality is priority for everyone associated at Henley In Arden School, to include staff, pupils, parents, and governors.

The Attendance Lead is Ben Taylor he can be contacted via email at btaylor@henleyschool.com

The Attendance Officer is Caroline Jennings she can be contacted via email at cjennings@henleyschool.com

Some Important Facts:

- There are 190 school days each year.
- One day a week absence is the equivalent over a school career of 1 whole year of education missed.
- 10 days holiday leave a year is the equivalent of two whole terms of education missed.
- 15 minutes of lateness a day equals one whole year of education missed.
- Half a day a week missed during Years 10 and 11 can mean the loss of a grade for every GCSE taken. Full attendance leads to the best educational outcomes – please give your child the best chance and make sure they are in school every day.

2. Aims and Objectives

The aims and objectives and policy are to:

To emphasise the importance of and secure from students, maximum attendance at school to enable them to take full advantage of their education opportunities.

- To make explicit to all relevant parties the school's expectations over Attendance levels;
- To promote a consistent approach across the school to all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties (teachers, parents/carers, students, governor's) the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To stress the need for home, school and partner agencies to work in close partnership to achieve high attendance.
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism;
- Work closely with external partner agencies to include:-
 - Warwickshire Attendance Service (WAS)
 - Early Help Targeted Support
 - Mentoring
 - Bereavement Counselling
 - Family Support
 - Child and Adolescent Mental Health (CAMHS)
 - SEND external referrals where applicable
 - Pastoral Support

3. Statutory Duty of Schools

Schools are responsible for recording students' attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students of compulsory school age who are on the school's admission roll.

4. Parental responsibility and/or Day to Day Care

The Education Act 1996 section 7 defines the Duty of parents to secure education of children of compulsory school age.

(7) The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.

The Education Act 1996 section 576 defines the meaning of "parent".

(1) In this Act, unless the context of otherwise requires, "parent", in relation to a child or young person, includes any person-

- (a) who is not a parent of his but who has parental responsibility for him, or
- (b) who has care of him, except that in section 499(8) it only includes such a person if he is an individual.

5. Leave of Absence

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

Expectations

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance.
- When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- **Each application for a Leave of Absence will be considered on a case by case basis and on its own merits**

6. School Day/Punctuality

AM REGISTRATION	PM REGISTRATION
8.40PM	12.25 PM

All students are expected to be in their designated area for registration.

We recognise that Students arriving by school transport may on occasion arrive late and this is out of the control of parents and pupils.

Pupils must attend registration on time to be given a present mark. Arrival after the start of morning registration but before the close will be given an 'L' code and an

appropriate sanction will be given in accordance to the Academy's Behaviour and Standards Policy. Registers close 30 minutes after the start of morning registration, if pupils arrive after this time they will be given an unauthorised absence 'U' code in the register. Afternoon registration will remain open for 30 minutes after the start of registration. Any pupil that arrives after the start of afternoon registration will be marked as 'L' Late in the register. Any pupil that arrives after the afternoon registers have closed will be marked as ' U' unauthorised absence.

7. Reporting an Absence/First Day Absence

If your child is too unwell to come to school, you should contact the school as early as possible before 9.15 am on the first day of absence and then any subsequent days of absence

Absences can be reported in the following ways

- School Gateway – Reporting- Attendance – Advise of absence
- Absence Telephone Line - 01564 792 364 – select option 1 and leave a message

Parents/ Carers are requested to keep the school informed and also to supply a short note or medical evidence where applicable when the child returns to school. If we do not receive any information, the absence will count as unauthorised and could trigger a letter from our Attendance Officer.

Once your child has recovered, it is important that he/she returns to school as soon as possible to ensure they do not miss too much teaching – even if this means returning to school on the last day of the week or term.

8. Authorising Absences

Only Head Teachers and/or designated members of staff have the authority to authorise absences. The School will code all absences in line with the Department for Education School Attendance Coding Guidance.

There are two types of absence:

- authorised - where the School approves student absence;
- unauthorised - where the School will not approve the absence.

Authorised absences are those which the School deem to be acceptable, such as genuine illness, attendance at an interview, religious observance or other legitimate off-site events and these are coded accordingly in the School's attendance records and for monitoring purposes.

An unauthorised absence is when a student is absent without prior authorisation from the School and/or when no justifiable reason for absence is provided by the parent/carer.

9. Medical Notes and supporting evidence

The school fully supports student's welfare and medical conditions and if your child has a chronic, persistent or recurrent health issue, the Pastoral Manager , Head of Year, SENCo, or Attendance Officer can arrange for a meeting with parents to discuss what additional support can be offered to help your child access school.

If your child's attendance falls to a level that is likely to adversely affect their long term educational success the school Pastoral Manager / Head of Year, SENCo, or Attendance Officer will arrange to discuss this with you personally and may ask you to supply medical evidence for any future absences. This will enable us to provide suitable care in school and support our coding process.

Students with medical conditions should attend school as per normal and we shall try to meet their needs (depending on need / resource), however we cannot simply accept parental information without the correct medical evidence.

We ask that parents making medical appointments for their child, book them early or late in the day, so students can be in school for at least half the day.

10. Roles and Responsibilities in Managing Attendance

Tutor Responsibilities

- Marking the register accurately is a legal requirement.
- All staff will use the correct absence codes in line with DfE guidance.
- Tutors will arrive at their tutor rooms in time for the start of the registration period. Tutors to ensure tutor time is used in an informative/constructive way.
- Tutors will build a welcoming atmosphere within the group to encourage students to return after an absence.
- It is the tutor's responsibility to collect notes and monitor their group's attendance.
- School has a responsibility to track absences and then to liaise with parents, Pastoral Managers, Head of Years' Attendance Lead, SENCo and Attendance Officer.
- Tutors and subject teachers will monitor attendance absence patterns of friendship groups and all other pupil groups such as PP and SEN.
- Tutor room should display Henley in Arden's school attendance target.

Attendance Lead Pastoral Manager/Attendance Officer/Head of Years' Responsibilities

- Where there is no reason shared for absence and communication has not been received alerts will go home in the form of a school comms message, followed by a telephone call.
- Where there is an ongoing attendance concern and the pupil is not present in school, a staff member will conduct a home visit, this may be arranged in advance or an unannounced visit .
- Attendance Officer to record attendance concerns on the students SIMs pupil file and liaise with key staff members regarding attendance concerns.
- Staged attendance letters will be sent home, ensuring that parents/ carers are informed should their child's attendance become a concern.
- Discuss attendance as a weekly agenda item as part of the weekly pastoral meeting sharing information and implementing strategies.
- Vulnerable students will have their attendance communicated to teaching colleagues daily such that catch up support can be provided on return to school/the lesson
- The Attendance Officer will contact parents of students with attendance concerns at the earliest opportunity, letters will be sent, attendance panel meetings will be arranged, targeted support and interventions discussed. Attendance will continue to be monitored.
- The Heads of Year, SENCO or Pastoral Managers will circulate information about individual student needs to appropriate staff.
- Monitor % attendance of Year group and set targets for the group.
- Heads 'of Year to support tutor groups and track students' progress.
- Monitor students' attendance, the improvements and efforts made by individuals and reward appropriately. 100% attendance certificates awarded termly, students with 100% attendance receive bonus points and are eligible for the prize draw. Annually high attendance will be recognised as part of the PRIDE award as well as the Awards Assemblies. Attendance Officer to liaise with Heads' of Year regarding the PRIDE Awards as well as provide a list of names to Heads' of year for assemblies.
- Celebrate successful attendance, Head's of Year , Pastoral Managers and attendance Officer to regularly praise students where attendance has improved.
- Attendance Officer to contact parents/carers by letter when a student is continually late for school. If a pupil continues to be late for school a

meeting with parent/carers will be arranged. SLT will monitor and challenge poor punctuality daily, sanctions will be given.

Staged Attendance Process

Data will be analysed half termly, where there are concerns parents/ carers will be informed

- Stage One Letter- Attendance below 95% - Letter where applicable
- Stage Two Letter - Attendance below 93% - At risk of becoming persistently absent
- Stage 3 – Attendance fallen below 90% (persistently absent) invite to an attendance panel meeting). Attendance targets, interventions will be discussed implemented and regularly reviewed
- Stage 4- Where there is no improvement in a pupils attendance and all internal and external interventions have failed referral to the Local Authority will be taken to seek their advice and possible legal action.

Pastoral Managers and Heads of Year to supply all appropriate external agencies with student information when necessary.

- Involve outside agencies where and when appropriate. .

Deputy Head Teacher/Attendance Lead Responsibilities

- Ensure that parents are fully aware of the importance of good attendance. Publicise through Newsletter, Parent Evening, etc.
- Meet with students to empower them with the knowledge whole school of the value and importance of high levels of attendance and its integral role in academic success.
- Meet with Attendance Officer/Pastoral Managers, Heads of Year on a regular basis so as to monitor all students.
- Build good systems of communication with teaching and pastoral staff.
- Analyse attendance data and devise strategies to rectify concerns. Commence Stage1 – 4 Interventions as appropriate.
- Analyse attendance data and devise strategies to rectify concerns of Persistently Absent students and students identified as Ofsted's' bottom 10% of school population.

- Collect data on students' attendance, the improvements and efforts made by individuals and reward appropriately. Analyse codes and compare to national averages yearly.
- Monitor unauthorised absences half termly and refer and intervene when necessary. (Stage 1-3 Internal) At Stage 3 parents are invited to attend to discuss attendance and a review meeting is set.
- Use reward systems to encourage good attendance.
- Build good systems of communication with other external agencies working within the school and a confidential form of exchanging information to support students.
- Liaise with County re pupils who are severely absent from school(attendance below 50%)

11. School Interventions for Managing Persistent Absenteeism

A student becomes a 'persistent absentee' (PA) when their attendance falls below expectations. All students whose attendance have fallen below expectations are at risk and will be closely monitored through the School's tracking procedure, and regular contact made with their parents/carers. Parents/carers will be given opportunities to work with the School in improving their child's attendance. (Stage 1-3)

The Attendance Officer will regularly monitor student absence and look for patterns of absence and take swift action where there is an attendance concern. Parents of students who have a series of medical notes and phone calls for medical reasons will be asked to provide medical evidence. We shall write to parents with our Stage 1 letter and Stage 2 letter, which details the procedures. If a parent of a student does not provide medical evidence then we shall code the absence as unauthorised.

Students whose percentage of attendance does not improve will be reviewed. If appropriate, an internal school attendance target will be set (Stage 3): parents will be advised by letter and invited to a panel meeting with the Attendance Officer and perhaps the Head of Year, Pastoral Manager or SLT dependent on pupil group status and other concerns. If there is a failure to make an acceptable improvement during the target period or if there is an immediate concern, further interventions will be considered. This could include escalation to legal proceedings.

Consideration for prosecution will be initiated in a pre-legal meeting, inviting parents/carers/student to discuss their attendance issues. A legal attendance target may then be set. Failure to achieve this target may result in some cases leading to penalty notices/prosecution. (Stage 5)

12. Student Support in Long Term Absenteeism

There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless lessons missed cannot be repeated and "catching up" on work is never as good as the original learning experience.

The School recognises the need to support students during and after long term absence of any kind and will at the Head's discretion

- i. Endeavour to provide work for students to be completed off-site where appropriate and medical evidence has been received.
- ii. Consider all strategies in partnership with other agencies, to encourage the return of students to the School. This may include negotiated timetables and/or gradual re-integration. (This is part of our prepathways and pathways approach – a lead will be assigned)
- iii. Ensure that there is a positive atmosphere within tutor groups and lessons in which students are welcomed back to the School.
- iv. Encourage parents/carers to be actively involved in re-entry programmes.

13. Attendance Rewards

Students who achieve 100% attendance each term will receive certificates and awards. Students who achieve high levels of attendance will be eligible for the PRIDE Award.

Students attendance is celebrated weekly in Henley Heroes, termly in celebration assemblies and Yearly at our PRIDE awards.

Students with 100% attendance also enter into our Termly Prize draw and are rewarded with the chance to win prizes within this.

14. Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.

- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

15. Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system. In this case the school will work with the family to encourage attendance. Students will not be removed from role until we are notified in writing. At this point we will issue a letter that discourages this approach but that provide all of the support required for successful Elective Home Education. The school will also inform Warwickshire.
- Failure to return from a leave of absence after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age

- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the school and local authority have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil
- Henley In Arden School will follow Warwickshire County Council Children Missing Education Protocol when a pupil's whereabouts is unknown.

16. School Attendance Focused Target

Henley in Arden School's attendance target is 100% however we do not set a PA target.

Previous attendance rates / persistent absence

In September 2015 the DfE increased the PA levels from 85% to 90%. The methodology used to calculate PA pupils has also been altered. In previous years a pupil would not be identified as a PA until they had amassed a set number of absences (e.g. 57 sessions in 2014/15). In September 2015 the threshold has been removed and a pupil is identified as PA once they miss 10% of their own individual sessions, this will mean all pupils below 90% will be PA.

The Ofsted Framework now requires pupils within the bottom 10% attendance to be monitored and for schools to be aware of the reasons for their absence.

17. Monitoring and Review

Achievement against Schools attendance targets will be reported upon to the Governing Body. The Assistant Headteacher with Lead over attendance will monitor the effectiveness of this policy and procedures and where necessary make recommendations to the Governing Body for improvement.

The school will keep accurate records on file for a minimum period of three years.

The absence rates will be reported on the School's website.

18. Relationship to other Policies

The Attendance policy should be read in conjunction with:

- Guidance on admissions
- Equality Statement
- Guidance for staff on the registration of pupils
- Keeping Children Safe in Education (otherwise known as safeguarding)
- The Behaviour Policy

APPENDIX 1:

Communication to parents via newsletter September 2023

LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS

The Supreme Court recently reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority

Please click here to access the [Application for Leave of Absence](#)

HENLEY IN ARDEN ATTENDANCE PROCESS

INTRODUCTION

Annual Letter is sent home to parents outlining 'Attendance' policy- Sept

Attendance Officer	<p style="text-align: center;">Attendance Officer- Daily Attendance Safeguarding Procedures</p> <ul style="list-style-type: none"> Reconcile and chase any missing registers Listen to all messages and school comms before sending alerts Send individual alerts to parents. When no reply to alert, or pupil is an attendance concern, call parents – leave messages Ensure all off site provision students are monitored Fire registers to be printed no later than 9.45am Home visits to be made where we have not made contact with a parent, the pupil is vulnerable or the absence has been for three days and we are concerned Provide Pastoral and SEND teams a daily list of all absent pupils - 10:30 Produce attendance reports fortnightly for each year group send to Pastoral and SEND teams (by Wednesday) Follow the staged attendance process below
Attendance Officer/Form Tutor/Progress Leader	<p style="text-align: center;">Data Pulled first day of each half term – Then.....</p> <p style="text-align: center;">STAGE 1 (Yellow) Attendance falls below 95%</p> <ul style="list-style-type: none"> Progress Leader to share fortnightly attendance concerns with form tutors (Friday Briefing) Tutor talks and promotes excellent punctuality and attendance, praise. Form Tutor conversation in form, form tutor to encourage and praise where necessary Tutor logs communication on SIMS (conversation logged) Tutor to pass on any concerns to Progress Leader. Attendance Officer send a "Stage 1 Letter" by the end of the first week of each half term, ensure the data is analysed prior to sending the letters, liaise with Progress Leader
Attendance Officer Pastoral and SEND Team	<p style="text-align: center;">STAGE 2 (AMBER) – Attendance falls below 93%</p> <ul style="list-style-type: none"> Attendance Officer to send a "Stage 2 Attendance Letter at risk of falling into PA", data analysed at the end of each half term prior to sending Attendance Officer to discuss in pastoral meetings Attendance Officer to place on a "risk of falling into PA concern" list, shared with Pastoral and SEND. Attendance Officer monitor and review – Discuss next steps with Pastoral, SEND team , escalate to an attendance panel meeting with individual discretion or take to Stage 4
Attendance Officer Parent/Carers/ Student / Staff from either Pastoral or SEND Team	<p style="text-align: center;">STAGE 3 (RED) Attendance is below 90% Fallen into PA</p> <ul style="list-style-type: none"> Attendance Officer to send a "Fallen into PA letter" home inviting to a meeting, medical evidence now required to authorise absence Phone call home to arrange - a staff member from SEND or Pastoral to attend Take minutes, set targets, arrange a review meeting for 4 weeks' time Praise and continue to monitor if attendance improves Escalate to County when no improvement – Attendance Officer and Attendance Lead