

Attendance Stages- 2021-2022



INSPIRE
BELIEVE
ACHIEVE

Attendance Categories:

95%+	Form Tutors
95%-90%	Attendance Manager and HOY
90% and below	PA (referred to Pam Prince)

STAGE 1

Data to be analysed on a weekly basis:

Focus - 95% attendance and below

Flags for Intervention:

14+ 'I' codes (both of these on a 'rolling' basis from September)

10 'G' codes (within a term i.e. Autumn, Spring, Summer)

10 + 'U' codes (termly as above)

PA Threshold (to ensure all students on this list are being 'actioned')

STAGE 2

Students flagged at Stage 1 then trigger Stage 2.

Next phase includes the following letters:

- **Letter 1** (which is an informative letter) will need to have been sent prior to sending **Letter 2** (Attendance Meeting Letter)
- **Letter 2 – Attendance Meeting Letter/Invite** for parent. The LA views this as an early intervention tool targeted at students below 95% attendance. It is expected that an Action Plan will be drawn up to support a student's attendance
- **Medical Evidence Letter** – this can be considered (once the threshold of 14+ illness absences has been reached) at **any** stage of the process when it becomes appropriate to do so

STAGE 3

When a student has accrued at least 10 sessions of 'O' and/or 'U' codes within a termly period, letters have been sent and an Attendance Meeting has been offered, school should consider requesting a Penalty Notice Warning Letter.

If **unauthorised** absences continue in the monitoring period, there will be a Penalty of £60 per parent/carer per child to be paid within 21 days. If not paid by the 21st day, the Penalty increases to £120 per parent/carer per child up to the 28th day.

If full payment is not received the Local Authority will prepare the case for Prosecution in the Magistrates Court.

STAGE 4

10+ 'G' codes – if a student has accrued 10+ consecutive 'G' codes within a termly period, school should request a Penalty Notice from the LA. There is no monitoring period for this and the Penalty to be paid will be issued.

It is vital that data is analysed and actioned on a regular basis to ensure there is 'no drift' and that the evidence fits within the required timescales stipulated by the LA/Legal Services.

Attendance Manager to ensure that all attendance interventions are recorded appropriately as they may be required as part of legal casework.