

# Attendance Procedures

All attendance is monitored weekly and half termly. Concerns are shared with class teachers and external professionals where necessary so that support and information is available. Parents are informed and kept up to date about concerns and how to address them. Attendance changes are quickly addressed.

**Attendance Guidance**

**96% -100% - Good Attendance**

**90% - 95.9% - Low Attendance**

**50% - 89.9% - Persistently Absent**

**Below 50% - Severely Absent**

## Attendance Procedures

Class teacher informs parents that attendance needs to improve.  
Letter issued half termly.  
Attendance monitored.  
Monitored at least fortnightly for PA ,monitored weekly for SA.

Pastoral teacher meeting as notice to improve. Supported if required.  
Letter issued half termly.  
Attendance monitored.

If no improvement, Head of Year pastoral meeting as notice to improve. Supported if required.  
Letter issued half termly.  
Attendance monitored.

If no improvement , escalated to SLT pastoral meeting as notice to improve. Supported if required.  
Letter issued half termly.  
Attendance monitored.

If no improvement , supportive referrals made, LA informed , next steps advice requested.  
Letter issued half termly.  
Attendance monitored.

100%  
Excellent Attendance

Celebration certificates in assembly  
half termly.

96.5% - 99.9% Good  
Attendance

Celebration postcards sent half  
termly.

90% - 95.9% Low  
Attendance

If no attendance improvement , follow  
the attendance procedures.

OR

50% - 89.9%  
Persistently Absent

If attendance improves, celebration  
letter or postcard sent.  
All attendance continues to be  
monitored throughout the school.

Below 50% Severely  
Absent