

## Appendix A to Attendance Policy

### Persistent Late (For all children)

**When a child has 5 late marks within a half term period  
(marked L – before register closes)**

Letter sent to parents advising them of number of late marks.



**When a child has 10 late marks within a half term period  
(marked L – before register closes)**

Letter sent to parents with an appointment to meet the Head of School or the Family Support Worker to discuss the late marks and plan for improved punctuality.



**When a child has 15 late marks within a half term period  
(marked L – before register closes)**

Letter sent to parents informing them that their child's attendance information has been passed to the EWO.

### Persistent Absence (For children of compulsory school age)

**When a child's attendance falls below 93%**

Letter sent to parents advising them of low attendance.



**When a child's attendance does not improve or if it continues to fall**

Letter sent to parents with an appointment to meet the Head of School or the Family Support Worker to discuss the absences and plan for improved attendance.



**When a child's attendance does not improve or if it continues to fall further**

Letter sent to parents informing them that their child's attendance information has been passed to the EWO.

## Persistent Absence due to Illness

**Parents should provide medical evidence wherever possible relating to any absences due to illness.**



**When a child has more than 3 bouts of illness (and at the school's direction)**  
Letter sent to parents advising them that the school requires medical evidence for any future absences relating to illness to be authorised.



**Where the parents have not engaged with the schools request for medical evidence or if the school continues to be concerned**  
Letter sent to parents informing them that their child's attendance information has been passed to the EWO.

## Unauthorised absences (For children of compulsory school age)

**When a child has 6 unauthorised sessions (within a 6 month period)**  
Letter sent to parents with an appointment to meet the Head of School or the Family Support Worker to discuss the unauthorised absences and plan for improved attendance.



**When a child has 8 unauthorised sessions (within a 6 month period)**  
The Education Welfare Service will be informed and may write to you.



**When a child has 14 unauthorised sessions (within a 6 month period)**  
The Education Welfare Service will write to you again prior to considering a first legal meeting.



**When a child has 20 unauthorised sessions (within a 6 month period)**  
The school will automatically inform the Education Welfare Service who have a duty to hold a legal meeting in order to put a plan for improvement in place.

**All parents should be aware that poor attendance could lead to prosecution and/or a penalty notice (currently £120 per child, per parent reduced to £60 per child, per parent if paid within the first 21 days).**