

Monitoring Attendance

The expected level of attendance is 97%. This equates to your child attending school for a minimum of 186 days across the whole school year.

We will be monitoring all children's attendance on a monthly basis.

Letters will be sent to parents of children whose attendance is a cause for concern or to inform parents that we will be monitoring their child's attendance. This is to raise awareness with parents and to offer support.

Parents may be invited into school to discuss what support could be offered or provided to improve their child's attendance.

Actions after initial letter or contact



Attendance Improved

No further action will be taken but your child will remain on the monitoring list.



Attendance Does Not Improved

Further Meetings / letters
Arriving late after 8.55 will be logged as unauthorised
Unauthorised absences will be reviewed
Authorised absences will be reviewed

Next Steps



Attendance is less than 95% and unauthorised absences are less than 10 sessions

Invite to formal meeting to discuss the challenges around attendance

Signposting to wave one support including school nursing, family support service C parenting support

Parents to be made aware that if 10 sessions of unauthorised absence are reached a referral to the LA attendance team will be made and could result in a fixed penalty notice.



Attendance is less than 95% and unauthorised absences are more than 10 sessions

A referral will be made to the LA attendance team and this could result in a fixed penalty notice.

Unauthorised Absence could be?

- Late after 8:50
- Unexplained absence
- Non-essential appointment
- Term time holiday