

What happens at each attendance band

100% - Outstanding

- Receive a certificate at the end of each term and announced in the celebration's assembly.

99% - Excellent

- Post card home for good attendance and announced in the celebration's assembly.

97% -96% -

- HOY to speak with students over their attendance to see if there is anything that school needs to be aware of. Raise concerns over attendance drop.

96% - 90% -

- Falling attendance letter 1
- Falling Attendance letter 2
- Parent phone call by year team over attendance concerns (meeting if required)
- Decide whether outside agencies are required.

90% & below – Persistently absent

- Persistently absent letter sent.
- Parents invited into school for an attendance meeting to discuss concerns.
- Pupil individual plan developed, and attendance contract signed by parents and students.
- Review meeting every 2-3 weeks.
- JST to meet with student weekly to support with attending school at home or in school.
- Outside agency involvement
- Request meeting with DEWO
- Follow process for penalty fine.

50% - Severely Absent

- JST to meet with student weekly to support with attending school at home or in school.
- Further Outside agency involvement
- More frequent home visits with DEWO
- More frequent meetings with DEWO
- Continue to follow the process for fixed term penalty notices.

Appendix 3 – Attendance Support within bands

| Days Absent | Risk of PA Level |
|-------------|-----------------------|
| 1 | Low (Risk of PA) |
| 2 | Low (Risk of PA) |
| 3 | Low (Risk of PA) |
| 4 | Low (Risk of PA) |
| 5 | Low (Risk of PA) |
| 6 | Low (Risk of PA) |
| 7 | Low (Risk of PA) |
| 8 | Low (Risk of PA) |
| 9 | Low (Risk of PA) |
| 10 | Moderate (Risk of PA) |
| 11 | Moderate (Risk of PA) |
| 12 | Moderate (Risk of PA) |
| 13 | Moderate (Risk of PA) |
| 14 | Moderate (Risk of PA) |
| 15 | High (Risk of PA) |
| 16 | High (Risk of PA) |
| 17 | High (Risk of PA) |
| 18 | High (Risk of PA) |
| 19 | Persistent Absentee |

| | |
|---------|---|
| 100-98% | Excellent - Children are accessing all learning opportunities |
| 97-96% | Good - Very few learning opportunities are missed |
| 95-94% | Risk of underachievement. Up to 10 days absent in an academic year |
| 93-92% | High risk of underachievement. Up to 15 days absent in an academic year |
| 91-90% | Severe risk of underachievement. Up to 19 days absent in an academic year |
| 90% | Extreme risk of underachievement. Up to 22 days absent in an academic year |