

Half termly Attendance Statements	Every parent/carer receives a half termly “Attendance Statement” to inform you of your child’s current attendance, for your information.
93-95%	<p>We are aware that after only a few weeks of the academic year, if a child is absent this can significantly impact on attendance percentages, which we would expect to increase over time.</p> <p>If the trigger of below 95% is met a warning letter is sent home to inform you that attendance is slipping. We will start to track attendance.</p> <p>Return To Learning forms are completed with the student to support catching up with missed work.</p>
91-92%	<p>If this trigger is met, a second warning letter will be sent home, and we will require evidence of any further absences in order to authorise any.</p> <p>Dependent on the level of “unauthorised absence” we will warn about referring to the Local Authority for a Fixed Penalty Notice (FPN) to be issued.</p> <p>We will meet with the student, and also parents/carers, to establish what can be done to support the student’s attendance, to prevent further absence.</p>
90%	<p>This is now persistent absence.</p> <p>A third warning letter will be sent and a Fixed Penalty Notice could be issued for excessive unauthorised absence, 8 sessions (4 whole days).</p> <p>If a meeting has not yet taken place and attendance continues to decline, we will offer a meeting.</p> <p>Persistent Absence forms are completed with students to support better attendance and underpin any possible barriers to attending well.</p>
Less than 90%	We will consider referring to the Education Welfare Officer for support with attendance. Failure to improve attendance could lead to prosecution which may result in a large fine or custodial sentence. We are required to provide all supporting evidence during this process.