



Attendance Monitoring and Reporting Protocols

Stage One

When attendance falls below 95% for a child, this will have been caused by a Child missing **10 days** within a full academic year.

- Parents/Carers will be informed of their Child's current attendance figure, as awareness.
- Communication can be via Email/Text/Dojo and will also be mentioned (as standard) during Parent's Evening appointments from the Class Teachers in October and again in February.
- If Parent's/Carers would like to discuss any barriers further it is advised they request a telephone call with the Class Teacher in the first instance.

Stage Two

When attendance falls below 93%, Parent's/Carers will be notified via the Attendance Lead following the WCC formal staging process. This will be caused by a Child having missed **14 days** within a full academic year.

- Parent's/Carers will receive a formal letter advising that their Child's attendance will be monitored for a 4 week period.
- Parent's/Carers will also be advised to contact the Attendance Lead to discuss any barriers or reasons for absence.

Stage Three

Following on from the 4 week monitoring process outlined in Stage Two, if no/very little improvement has been made:

- Parent's/Carers will be invited in to discuss Attendance concerns with the Attendance Lead and/or The Head Teacher.
- An action plan will be created with families, and signed and dated. This will be added to the Child's safeguarding file.

Stage Four

When attendance falls below 90% (Persistently Absent), thus meaning a minimum of **20 School days** missed during the academic year:

- Parent's/Carers will be notified, via the Attendance Lead, following the WCC formal staging process and School will request a formal meeting to discuss further.
- A referral to the School Nursing Team will be advised if low attendance is due to frequent or ongoing illness.

Stage Five

When there is a failure of improvement to attendance, Stages 1-4 have been completed and/or attempted by School and is now in the category of 'Severely Absent':

- School will liaise with Warwickshire Attendance Service for further advice. This may lead to fixed penalty notices where deemed appropriate.

During all stages, Warwickshire County Council will be informed of any unauthorised leave of absences and any attendance that hits the threshold for the 'Attendance Return' procedure, which could lead to Attendance Legal Intervention.

For further details on this please see: <https://www.warwickshire.gov.uk/school-attendance/school-attendance-guidance-parentscarers/5>