



Attendance Escalation Process

Students with below **96% attendance**

If attendance becomes a concern, we will:

- Write to you if your child's attendance is below 96% causing concern or where punctuality is a concern.
- Arrange a meeting so that you may discuss the situation with our SLT Attendance Lead, Mrs Sarah Merrigan.
 - Consider and offer reasonable adjustments.
- Offer a Families First Assessment to ensure appropriate support is considered
- . Create a personalised robust support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.
- Offer signposting support to other agencies or services, if appropriate.
- Seek advice, guidance and support from the Local Authority Statutory Attendance Support Team and consider appropriate legal sanctions, if attendance deteriorates following the above actions.



Stage 1

Actioned by

Form Tutor



Stage 2

Actioned by

Head of Year



Stage 3

Actioned by

**ATTENDANCE
OFFICER SUPPORT**



Stage 4

Actioned by

AHT



Discussion with student about attendance support
Call to parents to offer support
Raise any further support required with Head of Year

One-to-one meeting with student
Look at any absence trends (days/lessons) or other recorded concerns.
Phone call to parents/carers to discuss concerns and strategies to improve attendance.
Student/Parent meetings with Attendance Lead

1a letter home
Medical evidence may be required before further absence can be authorised.
Student/Parent meetings with Attendance Lead
1b Letter home (Issued by School Attendance Officer)
Meeting to agree Attendance Improvement Plan with student and parents (to be reviewed on a 4-weekly basis)

If attendance has not improved on AIP, school will need to decide whether to monitor attendance for a further period or to make a referral to the Herts ISL Attendance Team.



Stage 5

Actioned by

**TRUST ATTENDANCE LEAD
AND COUNTY GUIDANCE**

Issue notice to improve fixed period of time for attendance to improve. Possible fixed notice penalty.