



TIFFIN
SCHOOL

Attendance Policy

Governor's Committee Responsible	Non-statutory but Safeguarding Governors will oversee
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1. Introduction

Tiffin School is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all. There is a clear link between poor attendance at school and lower academic achievement. Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Tiffin School recognises that attendance is a matter for the whole school community. Our attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, Anti-bullying, Behaviour and the Student Code of Conduct.

We will endeavour to provide an environment where all students feel valued and welcome. We will consistently work towards a goal of 100% attendance. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

[DfE Attendance Guidance.](#)

2. The aims of this Attendance Policy

- To ensure staff, students, parents and carers understand the importance of good school attendance and the expectations placed upon them
- To provide an effective, efficient and consistent system for monitoring and supporting student attendance and punctuality to school
- To inform parents, staff and students of our attendance policy and expectations
- To inform parents/carers of attendance and punctuality issues for their child
- To encourage students to take full advantage of their educational opportunities by attending school regularly.
- To recognise the external factors which influence student attendance and causes of non-attendance
- To work closely with a student who has been absent for a prolonged period of time, or for a period of absence over a series of separate days
- To work closely with parents/carers to address poor attendance and lateness to school when they occur
- To keep an accurate and up-to-date record of attendance
- To work closely with the Education Welfare Officer to support the wellbeing of the students, and inform external services when identified vulnerable students are absent
- To maintain our high attendance record and to improve on it by focusing on individuals and groups, where appropriate

3. Responsibilities (see page 10 for Year 12 & 13)

a) The Form Tutor

It is the form tutor's responsibility to

- take the register for the morning session at the start of each day at 8.30am and for the afternoon session during the tutorial or assembly
- monitor the am and pm sessions via SIMS (School Information Management System), to

ensure the correct codes are in place for every day of the week. If a student arrives after 8.30 am they will be given a late mark (L), and the number of minutes late will be recorded. If a student does not arrive at the registration, the tutor will mark it as the N code (unless they are attending a medical appointment or have a previously arranged authorised absence) until a satisfactory reason is provided from parents when the Attendance Officer will change the N to the relevant code. If no satisfactory reason is provided, then it will be marked with an O and will be deemed an unauthorised absence.

- use *SIMS/ Lesson Monitor/edit marks* to check the attendance and punctuality of their tutees at am registration for each previous day. They should question and discuss absences and poor punctuality with the student. Form Tutors must view the previous week to ensure all registers are updated daily and correct.
- understand that checking lesson registration and attendance enables patterns of internal truancy to be identified, which may suggest problems with a particular subject or wider issues. Monitoring attendance is an essential part of Safeguarding and identifying problems at the earliest opportunity.
- making sure their students understand the importance of regular and punctual attendance at school for their attainment and their wellbeing
- authorise one day for requested planned absences that parents put in writing to them and are considered exceptional circumstances or religious observance. The tutor should liaise with the Head of Year regarding what qualifies as exceptional circumstance.
- record attendance concerns and communications with students/parents/agencies on CPOMS
- ensure Sims is never visible to students

b) The Subject Teacher

It is the subject teacher's responsibility to

- take an accurate register at the **start** of each lesson
- make a note of any student who is late or leaves the room during the lesson for whatever reason by putting a comment on Sims
- alert the students tutor and Head of Year if they are concerned that a student may have missed the lesson without good reason
- ensure Sims is never visible to students

c) The Attendance Officer

It is the responsibility of the Attendance Officer to

- Work with the Deputy Head Pastoral to ensure parents are aware of attendance policy and protocols, including the procedures for providing reasons for absence via Insight or email, procedures for requesting permission for medical appointments or pre-arranged known absences, and late registration procedures
- Work closely with Heads of Year to monitor year group attendance and ensure prompt intervention
- Monitor and maintain the correct codes in attendance registers, changing N's (unnotified absences) in the daily am or pm session to the correct code within 24 hours
- Update all registers from parent absence communications & note the reason given on Sims (The school's Information Management System)
- Change registration N's in the am session to L if the student arrives to lesson 1 and add the minutes late on Sims
- Send the parent/carer alert regarding unnotified absence each morning (via SMS or email)
- Mark Ns as O (unauthorised absence) when no reason is given by parents for their child's absence within 24 hours

- Phone parent/carer on the second day of an unnotified absence to establish the reason for the absence
- Continue to phone parents/carers and inform the DSL (Safeguarding leads) if an absence is not reported for a third day in a row
- Ensure tutors and teachers keep accurate daily registers for am and pm sessions and for lessons
- Request medical evidence from parents/carers for student absences that exceed 5 days
- Monitor student persistent absence, i.e. absence at or below 90% and inform the Educational Welfare Officer
- Inform tutors, Head of Year and parents/carers via email of persistent absence concerns. This will be done by sending parents/carers the “Stage One Attendance Concern letter”
- Record on CPOMS when “Stage One Attendance Concern” letters have been sent to parents/carers.

d) The Head of Year

It is the Head of Year’s responsibility to

- Monitor the attendance of the students in their year group
- Monitor student lateness in their year group and provide late detentions to support improved punctuality (Appendix A)
- Meet with students and parents when attendance and/or punctuality become an ongoing concern, i.e. after the Attendance Officer stage one persistent absence concern letter has been sent and attendance has not improved after 15 school days
- Work with the Senior Leadership Team link for attendance (Mrs H O’Sullivan, Deputy Head) to put attendance agreements in place with students and parents where the attendance is an ongoing cause for concern
- Work with the Attendance Officer, students, parents/carers, the Deputy Headteacher Pastoral and the Local Authority/Educational Welfare Officer to support the good attendance of each student in their year group
- Record attendance concerns and communications on CPOMS

e) The Student

It is the students’ responsibility to

- be punctual to school, arriving by 8.30 am each day (9:20 on Thursdays) for the start of registration.
- attend their lessons, tutorials and assemblies
- arrive on time to registration, tutorial, lessons and assemblies
- arrive at school ready to learn

If a student is late to school, they should go straight to the tutor time or lesson that they should be in and provide an explanation to the member of staff who will update the register.

f) The Parent

It is the parents’ responsibility to

- Be aware of their legal duty to ensure their child attends school on a regular full time basis – Section 7 Education Act 1996.
- ensure their child attends school each day, on time and ready to learn
- support their child in aiming for 100% attendance at school
- inform the school before 8.30am on every day of their child’s absence from school, via attendance@tiffin.kingston.sch.uk
- Ensure the school holds two contacts for each child and it is good practice to provide a third emergency contact (such as a family member/neighbour). The parents/carers are required to inform the school at the earliest opportunity of any changes to contact details, phone

numbers and addresses.

- Communicate promptly to the school/form tutor any obstacles they may be having in ensuring their child maintains good punctuality and attendance to school
- Parents/carers are asked most earnestly not to arrange dental or medical appointments during school sessions, except in cases of urgency, so that considerable interference with school work is avoided. In the exceptional case of a medical/dental appointment being made, parent/ carers should inform the Attendance Officer, a week in advance, if possible of the date and time of the appointment by emailing attendance@tiffin.kingston.sch.uk The Attendance Officer will make a note on the register.
- Request authorised absence in writing at least 2 weeks in advance to the Headteacher when planning to take their child out of school for more than 2 days for exceptional circumstances/reasons
- Not take their child out of school for holidays during term time
- Ensure their child attends school until the final day of each term/half term and from the first day of each term/half term

g) Designated Safeguarding Leads

It is the DSL's or deputy DSL's responsibility to

- Monitor poor attendance as a possible Safeguarding concern
- Inform the Local Authority/Single Point of Access when attendance becomes a Safeguarding concern, in line with the Safeguarding policy and Keeping Children Safe in Education.

4. Register codes

The main codes used are those laid down by the DfE. We have some codes that are unique to Tiffin for lesson use only (e.g. A, K and Q).

/	present
\	present
N	no reason yet provided - this is a temporary code and will be changed within 24 hours days.
C	authorised absence off site for other circumstances (including Open Days)
G	Family holiday/travel not authorised by the Attendance officer/Headteacher
H	Authorised holiday/travel for exceptional circumstances
I	authorised absence for illness
J	Interviews off site
K	Present in school but attends music lesson for part of lesson
L	late arrival (for registration, arrival after 8.30am but before 9.30am)
M	authorised absence for medical/dentist appointment (This is not illness)
O	unauthorised absence
P	approved sporting activity (on or off site)
Q	rehearsing Drama/Music /Dance either in school or agreed out of school (allows us to monitor students missing their lessons for school events)
R	Religious Observance Day, authorised by school
U	Arrived late after morning registration closed
V	Educational visit / trips
A	Present for 6th form lessons with teacher absent
B	Supervised educated outside classroom/off site
J	Present for house meetings/interviews
Y	Unable to attend for exceptional circumstances

The DfE attendance codes can be found [here](#).

5. School Attendance Practice

a) Attendance process

- The form tutor will register their form every morning at 8.30am (9.20am every Thursday) and for the afternoon tutorial. They will record lates and non attendance in Sims. They will also check attendance for the previous day/week and monitor the attendance of their form.
- parents/carers are asked to inform attendance, via email attendance@tiffin.kingston.sch.uk or Insight, on every day of their child's absence, before 8.30am, explaining the reason for the absence.
- Parents are asked by Attendance Officer to provide medical evidence to attendance@tiffin.kingston.sch.uk if their child is absent for more than 5 days.
- The Attendance Officer will monitor daily attendance
- The Attendance Officer will contact the parent/guardian regarding an absence if the student has not arrived at school for morning registration or morning lessons and the AO has not received absence notification from the parents/carers.
- When the parent/guardian fails to report an absence for five days in a row, and staff are unable to make contact on the phone, the school will make a home visit if possible or will inform the Local Authority via the EWO.
- If the school does not receive any information about why a child has been absent after 24 hours, the absence will be recorded as unauthorised (O).
- If a child is absent for 10 school days with no notification provided, the school will inform the child's Local Authority
- Absence due to illness will generally be authorised, unless there is no supporting medical evidence where this has been previously requested or where concerns have been raised about the level or frequency of absence. Unauthorised absences are followed up by either a phone call or a letter home.
- The school Attendance Officer and Head of Year monitor all attendance below 96%, and will work with students and parents/carers to put intervention strategies in place when attendance falls below this. In the first instance, students will be spoken to about their attendance by their tutor. When attendance continues to fall, the Attendance officer will send a stage one attendance concern letter home to parents/carers to inform that attendance is being monitored until it improves. If attendance continues to remain low or decline, the Head of Year will invite the parent/guardian to a meeting and an Attendance Agreement will be put in place.
- The Head of Year will discuss concerns via fortnightly meetings with the Head of the Key Stage. This will include monitoring of attendance percentages and unexplained absences.

b) Persistent Absence

- Students whose attendance is below 90% are judged to be 'persistent absentees'. If a student's attendance falls below 90%, we may ask for medical evidence in order to authorise further absences.
- The Head of Year will write an Attendance Agreement for Persistent absentees and will monitor the attendance for the following 15 school days.
- Following the Attendance Agreement with the Head of Year, if the student's attendance does not improve over the next 15 school days, and in accordance with the DfE's guidelines on attendance, the Education Welfare Officer may commence formal legal proceedings. The EWO will monitor the students' attendance for a further 15 school days and will work with the parents to improve attendance. This may result in parents/carers being issued with a penalty notice on behalf of the Local Authority. This may be followed by the issue of a parenting order.

c) Lates Procedures for Years 7-11

This will reset each term

No. of lates	Action	Further actions
2 or more lates in a week	Head of Year detention Head of Year demerit student	Late to late detention or non-attendance at detention – Senior Leadership Team detention
5 or more lates in a half term	Head of Year detention Head of Year demerit student	
3 late detentions	Senior Leadership Team detention	Attendance report to Head of Year 8.20am

d) Leaving school for appointments during the school day

- If a student needs to leave school before the end of the school day, parents should request permission in advance.
- The student should carry a note from their parent or an appointment card to show the office when signing out of school.
- A member of the office will authorise the signing out and the Attendance Officer will update registers accordingly.
- Students will not be let out of school without evidence of their appointment and parental agreement.
- Only in the case of a dental or medical emergency will an absence request be accepted on the day.
- If a student becomes ill during the school day, they must ask for permission to go to the school office and, if necessary, parents/carers will be contacted for their son to go home. Students must not contact parents/carers directly to make arrangements to go home.

e) Truancy

Students must not leave school without permission. If a student truant from school or lessons or leaves school without permission, this is regarded as an extremely serious matter. This is a matter of both discipline and personal safety. Heads of Year will report acts of truancy to parents and any student found truanting will be liable to school sanctions such as Head of Year or Senior Leadership detentions.

6. Reintegration following extended absence

Returning to school following a period of absence can be very difficult for some young people, whatever the reason for their absence. In these situations, the Head of Year will plan carefully with parents and students, together with any relevant agencies, about how best to support the student's return to school. A Return to School plan will be agreed. Further intervention may be required, such as ERSR (Emotional Related School Refusal) toolkit, Kingston Mental Health Support Team, CAMHS, EWO.

7. Registration or De-registration of students outside of standard transition times

As is our statutory duty we follow guidelines to inform the Local Authority of any students whose names are added or removed from the admission register outside of the standard transition points. Tiffin will provide the local authority with:

- the full name of the pupil
- the full name and address of any parent with whom the pupil lives
- at least one telephone number of the parent with whom the pupil lives
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

Tiffin will notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point and will provide the local authority with all the information held within the admission register about the pupil

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

<https://www.legislation.gov.uk/ukxi/2006/1751/regulation/8/made>

8. Providing a temporary part-time timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

9. Granting Study Leave

Where the school chooses to grant study leave for year 11 students, the school will make provision available for those pupils who want to continue to come into school to revise.

10. Safeguarding and Child Protection

Tiffin School has in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. The school will hold two contacts for each child. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. Where school staff have concerns about a child, they will record this concern on CPOMS and will discuss with the Head of Year and DSL whether welfare concerns should be escalated.

If there is reason to believe a child is in immediate danger or at risk of harm, the Safeguarding leads will make a referral to children's social care (and the police if appropriate). When the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and the school will complete and record one or more of the following actions:

- make contact with the parent, relatives and neighbours using known contact details
- check local databases within the local authority
- check Key to Success or school2school (s2s) systems
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC
- check with UK Visas and Immigration (UKVI) and/or the Border Force
- check with agencies known to be involved with family
- check with local authority and school from which child moved originally, if known
- check with any local authority and school to which a child may have moved
- check with the local authority where the child lives, if different from where the school is
- in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS)
- home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts of the case.

11. Special leave requests

- The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.
- If the Headteacher grants a leave request for exceptional circumstances, it will be for the Headteacher to determine the length of time that the child can be away from school.
- Leave is unlikely to be granted for the purposes of a family holiday.
- School holidays are published a year in advance on the school website. Therefore, there should not be a reason for parents to take their child out of school during term time.
- In exceptional circumstances, permission for absence can be applied for, by writing to the headteacher at least 2 weeks in advance, to allow the school time for appropriate consideration and a response to be made.
- Permission for special leave may not be granted if the level of attendance of the student concerned is below 95%
- If a student is taken out of school at any time for the purposes of a holiday, or similar, the school is obliged to inform the Education Welfare Officer who is empowered to take further action. This may result in the issue of a Penalty Notice and fine for each parent or carer for each student's absence.
- A student's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of under achievement which we, working in partnership with parents, seek to avoid. If leave of absence is not agreed by the school, then the absence is recorded as an unauthorised absence and additional work will not be set by their teachers.
- If a student is absent either at the beginning or end of a half-term or term, the school will ask for evidence of their illness (medical certificate) or, in certain circumstances, request the Education Welfare Officer to visit.

12. Year 12 and 13 Attendance

Responsibilities

a) Students

It is the students responsibility to

- arrive promptly to all timetabled lessons, assemblies and scheduled events
- attend all of their lessons, with the required equipment and ready for learning
- attend tutor time
- inform their subject teacher and tutor of planned absence from lessons due to organised school events, such as music/Dance/Drama rehearsal, sport fixtures etc.
Students may not self-certify absence from school/lessons, this requires communication from the parent/carer to attendance or the form tutor.
- try to inform their teacher and tutor of unexpected lateness via email, e.g. transport disruption

b) Tutor

It is the tutor's responsibility to

- monitor the attendance and lateness of students in their form group
- organise meetings with the young person to address poor attendance or poor punctuality
- contact parents/carers when attendance or punctuality become a concern i.e. below 95%. 100% attendance is the expectation. See intervention protocol on appendix 2 .
- update registers regarding communication from students/parents/carers and liaise with the Head of Year regarding authorisations for lateness or attendance
- record intervention and communications on CPOMS

c) Teachers

It is the subject teacher's responsibility to

- take an accurate register at the start of each lesson and make a note in the Sims register of any student who is late or leaves the room during the lesson for whatever reason
- investigate unexplained absence from their subject lessons with the student
- alert the student's tutor and Head of Year if a student has an unexplained absence from their lesson
- record attendance interventions and communications on CPOMS

d) Head of Year

It is the Head of Year's responsibility to

- monitor and address poor attendance and punctuality within their year group
- inform parents/carers in writing of attendance and/or punctuality concerns
- arrange a meeting with the parents/carers and student to address continuing attendance concerns, put intervention strategies in place to support the improvement of attendance and/or punctuality (see appendix 2), such as a formal attendance contract, establish a morning registration with the young person of concern etc.
- record attendance intervention and communication on CPOMS

e) Parent/carer

It is the parent/carer's responsibility to

- support the young person in attending school each day, on time and ready to learn
- support the young person in aiming for 100% attendance at school
- inform the school before 8.30am on every day of the young person's absence from school, via attendance@tiffin.kingston.sch.uk
- ensure the school holds two contacts for the young person and it is good practice to provide

a third emergency contact (such as a family member/neighbour). The parents/carers are required to inform the school at the earliest opportunity of any changes to contact details, phone numbers and addresses.

- communicate promptly to the school/form tutor any obstacles they may be having in ensuring the young person maintains good punctuality and attendance to school
- request authorised absence in writing at least 2 weeks in advance to the Headteacher when planning to take their child out of school for more than 2 days for exceptional circumstances/reasons
- not take the young person out of school for holidays during term time
- ensure the young person attends school until the final day of each term/half term and from the first day of each term/half term
- organise work experience, driving lessons and medical appointments outside of timetabled sessions. An exception will be made for driving tests. In the exceptional case of a driving test or emergency medical/dental appointment being made, parent/ carers should inform the Attendance Officer, a week in advance, if possible of the date and time of the appointment by emailing attendance@tiffin.kingston.sch.uk The Attendance Officer will make a note on the register.

f) Punctuality and late procedures for year 12 & 13

- Persistent lateness will result in a student being placed on late report
- Continued lateness may result in a morning registration being implemented for that student

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

<https://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>

Appendix 1. Attendance Concern Process KS3 & 4

1. Attendance officer run weekly report for Head of Year/Assistant Head of Year to monitor attendance below 95%

AO maintains a list of attendance concerns and discusses with tutors and Head of Key Stage at meetings & via email.



2. Attendance Officer to contact parents who have not emailed attendance about absences to seek reasons, update register and encourage contact and return to school as appropriate.

AO change morning Ns to Lates

AO liaise with Deputy Head Pastoral (KS3&4) and Head of Sixth Form regarding absence requests and AO respond to parents/carers regarding authorised and unauthorised longer absences.

1 day requests for authorised absence sent via AO to the form tutor.



3. Attendance drops below 90% (Excluding exceptional circumstances e.g. Beginning of school year, extended illness etc.)

Attendance Officer checks student list with Assistant Head of Year/Head of Year and sends stage 1 concern email home, records email on CPOMS as "Attendance stage 1" and monitors student's attendance for next 15 school days.



4. Attendance remains below 90% or drops further after 15 school days.

Head of Year sends attendance concern stage 2 email and records on CPOMS "Attendance". (Informally inform EWO of monitoring)

At this stage, the Head of Year ask parents for a meeting about attendance concerns and creates an attendance agreement with student and parents/carers



5. Attendance remains below 90% or drops lower 15 school days after Head of Year contact.

Senior Leadership Team Attendance person sends stage 3 concern email home and records on CPOMS. Formally Inform EWO.



6. Children Missing Education (CME) who have missed 6 OR MORE CONSECUTIVE DAYS WITH NO CONTACT from parent- CME SPA referral to be completed.

For vulnerable children discuss with Deputy Head Helen O'Sullivan & EWO. Inform social worker / Family Services of any uncommunicated absences



7. EWO contact family.



8. Tutor, Head of Year, Head of Key Stage work with EWO and family.

Attendance agreement put in place with EWO and family.

Monitored weekly and recorded on CPOMS

Weekly registration certificate sent to EWO from AO



9. Attendance improvement or continued EWO and AfC involvement



10. NEW TERM LETTERS - Reminders to be sent out via parentmail with date of first day of term.

Parentmail sent about attendance and lateness at start of term

Email sent before end of each term to remind parents that holidays will not be authorised in term time and all absences at the start and end of term will need evidence to be authorised.

MID YEAR Parentmail to inform parents that mid term travel/holiday/absence will not be authorised without exceptional circumstances.

END OF ACADEMIC YEAR LETTERS - sent to all pupils who finished the year with attendance less than 90%

Appendix 2: Year 12 & 13 attendance intervention

At each stage of intervention, the student's attendance will be monitored for 15 working school days for improvement. If the attendance does not improve during this time, it will move up to the next stage of intervention.

<u>% of Unauthorised lesson absence</u>	<u>Intervention</u>
5% Stage one	Student written notice from Head of Year
10% Stage two	Parent written notice from Head of Year
15% Stage Three	Parent/student meeting with Head of Year + attendance contract put in place
20% Stage Four	Internal suspension after 15 day monitoring of attendance contract agreement

Any occurrence of 20 days continued absence may result in the student being removed from the school roll. <https://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>