

Attendance Monitoring

<p style="text-align: center;">Attendance Officer Absent student identified First day call home made Reason logged in SIMS</p>
<p style="text-align: center;">Attendance Team (any one or all of these may take place)</p> <p>Form Tutor Conversation between form tutor and tutee takes place when tutee returns from absence. Conversation documented in SIMS.</p> <p>Pastoral Manager Tutee directed towards pastoral manager if further support required to understand cause of poor attendance.</p> <p>Senior Leader Senior Leader contacts parents on a case by case basis.</p>
<p style="text-align: center;"><u>Attendance below 90% (5 week period)</u></p> <p>1a Letter is sent to the parents Student is monitored for 3 weeks</p>
<p style="text-align: center;"><u>Two week monitoring (if no improvement occurs)</u></p> <p>1b Letter is sent to the parents</p>
<p style="text-align: center;"><u>Referral to EWO</u></p> <p>Meeting with Educational Welfare Officer, Head of Year, Attendance officer, Parents and student takes place.</p>

Holiday Fine- 5 plus consecutive days holiday submitted by parent is submitted for Holiday fine to the county attendance officer.