

# Attendance Procedure: *What happens if my child is absent from school?*

## First Day of Absence

If your child is going to be absent from school, let us know by calling the attendance line on **01562 827785** and selecting **Option 0**.

### If your child's attendance falls below 90%

You will receive the **FIRST INTERVENTION LETTER** in the post. We will work with you to improve your child's attendance. Your child's attendance will be monitored for **4 weeks**.

Attendance shows a sustained improvement—No Further Action

### If your child's attendance continues to fall

you will receive the **SECOND INTERVENTION LETTER** in the post. We will work with you to improve your child's attendance through family support and signposting. Your child's attendance will be monitored for further **4 weeks**.

Attendance shows a sustained improvement—No Further Action

### If your child's attendance continues to fall

you will receive the **THIRD INTERVENTION LETTER** in the post. We will invite you to school to discuss ways in which we can support you to improve your child's attendance. An attendance contract agreed. Your child's attendance will be monitored for a further **3 weeks**.

Attendance shows a sustained improvement—No Further Action

### If your child's attendance continues to fall

School will issue the **SCHOOL ATTENDANCE—FIRST NOTICE** and the **FINAL NOTICE**. Parents will be informed of our intent to prosecute and school will liaise with parents around this. Your child must have **NO unauthorised absences** within the **3 week monitoring periods**.

Attendance shows a sustained improvement—No Further Action

If your child's attendance does not improve immediately, we will present our concerns to the Local Authority for consideration of **Legal Enforcement Action**.