



SPRING LANE PRIMARY ~ ATTENDANCE STEPS

The school will inform parents or carers about their child's attendance and absence levels where attendance drops below 93%. This is done through attendance letters and parent engagement meetings, following the attendance concern procedures set out below.

Stage 1

Child's attendance drops below 93% or has had an absence (coded I, O, U, G) in the previous 10 school days

A letter will be sent home to parents/carers and the child's attendance will be monitored for the next 10 school days.



Stage 2

Child currently has an attendance percentage of 93% or below and/or has absence (coded I, O, U, G) in the previous 10 school days and has previously been issued Stage 1.

Alongside the Stage 2 letter, parents/carers will also be issued with a feedback form.

The child will be monitored for the next 10 school days. The child may be moved to Stage 3 if improvement criteria is not met.



Stage 3

Child currently has an attendance percentage of 93% or below and/or has unauthorised absences (O, U, G) in the previous 10 school days and has previously been issued Stage 2.

Parents/carers will be issued with a letter along with an Attendance Action Plan. The child's attendance will be monitored for 20 school days. However, if the child has further instances of unauthorised absence within the monitoring period, the child may be escalated to Stage 4.



Stage 4

Child currently has an attendance percentage of 93% or below and/or has unauthorised absences (O, U, G) in the previous 20 school days and has previously been issued Stage 3.

Parents/carers will be issued with a letter inviting them to attend an Attendance Contract Meeting. A child may be referred to the Local Authority and legal proceedings may commence. The Local Authority could take action that could include, but not be limited to, issuing fixed penalty notices, pursuing prosecution towards potential educational supervision orders or other court sanctions.