

NAWTON AND ROSEDALE ABBEY FEDERATION - ATTENDANCE PROCEDURES 2024/2025

LATENESS

5 lates (9am - 9:30am) – Lateness Letter 1
Office to record reasons given on SIMS



Monitor



Improvement



No Improvement



Letter thanking parents for their support sent by HT after 6 weeks with no further lateness.



Invitation to support meeting with Headteacher and Attendance Lead

ATTENDANCE MONITORING

When attendance drops below 96% - attendance monitoring triggered – STEP 1 (Letter 1)
Office - 1st day phone call before 9:30am if parents not informed school/ If no answer **HT/AL** to visit house



Monitor for 4 weeks



IMPROVEMENT:

Letter thanking parents for their support sent by HT after 4 weeks with no further absence.

NO IMPROVEMENT AFTER 4 WEEKS/ NATIONAL THRESHOLD MET (10 sessions):

STEP 2 - Attendance Meeting/ Telephone Meeting (Letter 2)

NO IMPROVEMENT/FALLS BELOW 90%:

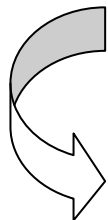
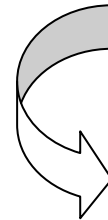
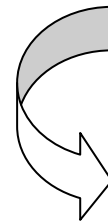
STEP 3 - Initial Warning Letter (Letter 3) and formulation of Attendance Contract with Attendance Lead.
Monitor for 10 days.
Medical evidence required to authorise absence due to illness

NO IMPROVEMENT:

STEP 4 - Panel Meeting (Letter 4) and warning of impending legalities - Monitor for 20 days.
Medical evidence required to authorise absence due to illness

NO IMPROVEMENT:

STEP 5 - Formal PACE Interview to discuss outcomes:
Notice to Improve/ Education Supervision Order/ Penalty Notice/ Further monitoring and support.



The process pauses when specified improvement is achieved but can resume following a further decline in attendance.