

School sends letter of school's expectations at beginning of the academic year to all parent/carers.

Attendance reaches 96% School to make initial contact with family to discuss any barriers to attendance and how the school may help to overcome these barriers. Support may be offered as a preventative measure and attendance is monitored weekly.



Attendance below 96% School to send falling attendance letter (**Letter 1**) to parent/carers



Attendance below 92% No improvement seen. School to send letter with invite to attendance meeting (**Letter 2**) to discuss current interventions and support in place, parent/carer and pupil able to raise any concerns.



Attendance meeting - discuss any further academic or pastoral support/interventions to be implemented, minutes are taken and an Individual Attendance Plan is in place.



School to send letter to parent/carers, annotating whether they attend or not and detailing all academic/SEN and pastoral interventions/interventions in place (**Letter 3**). If parents/carers did not attend, advise they should contact to arrange a meeting to raise any concerns.

Warning that medical evidence is required for future absence to be considered for authorization, and that further absences school will consider issuing a Notice to Improve. If there is a known historic pattern of persistent absence, we reserve the right to ask for medical evidence before this stage.



Further decline in attendance, unauthorized sessions recorded, school to issue a Notice to Improve, clearly annotating all support/interventions in place, time period for improvement, 3-6 weeks.



Further decline, unauthorized absence recorded.



School to consider requesting enforcement from Medway LA, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.