



## Attendance Procedures

### Lateness:

The following information provides an overview of the actions that are taken when a child does not attend school and a phone call has not been received by 9:30am.

- The Family Learning Mentor (FLM) makes a phone call home to find out the reason for absence.
- If no answer is received, FLM will continue to call until 10:30am.
- If there is still no answer, FLM will make a home visit to find out why the child is not in school.
- If there is no answer at home when the FLM arrives, a call is made to the Headteacher who will then decide on the next appropriate action.

### Attendance:

- At the beginning of each half-term, the FLM triages attendance.
- The FLM regularly reviews whole school attendance along with the Headteacher.
- Letters are sent home from the FLM for any child where attendance and/or punctuality is a concern and below the school target.
- Updated letters will be sent each half term until attendance has improved.
- If poor attendance persists, the Headteacher will send home a separate letter.
- 1:1 sessions take place with older children to promote the importance of being at school and to understand their own attendance. These are led by the FLM.
- If there is still no improvement in attendance, the Headteacher and Learning Mentor arrange to meet with the child's parents/carers. At the meeting, a range of support is discussed and agreed. **This meeting will take place sooner if attendance is below 90% and the child is deemed to have persistent absence.**
- If attendance continues to be below school's expectations or fall further, a penalty notice is likely to be sought.

**Signed: Mr David Ashcroft, Headteacher**

**Date: September 2025**

**Review Date: September 2026**