

Appendix A to Attendance Policy

Persistent Late (For all children)

**When a child has 5 late marks within a half term period
(marked L – before register closes)**

Letter sent to parents advising them of number of late marks.



**When a child has 10 late marks within a half term period
(marked L – before register closes)**

Letter sent to parents with an appointment to meet the Head of School or the Family Support Worker to discuss the late marks and plan for improved punctuality.



**When a child has 15 late marks within a half term period
(marked L – before register closes)**

Letter sent to parents informing them that their child's attendance information has been passed to the EWO.

Persistent Absence (For children of compulsory school age)

When a child's attendance falls below 93%

Letter sent to parents advising them of low attendance.



When a child's attendance does not improve or if it continues to fall

Letter sent to parents with an appointment to meet the Head of School or the Family Support Worker to discuss the absences and plan for improved attendance.



When a child's attendance does not improve or if it continues to fall further

Letter sent to parents informing them that their child's attendance information has been passed to the EWO.

Ladysmith Federation

Persistent Absence due to Illness

Parents should provide medical evidence wherever possible relating to any absences due to illness.



When a child has 20 sessions of illness (and at the school's direction)

Letter sent to parents advising them that the school requires medical evidence for any future absences relating to illness to be authorised.



Where the parents have not engaged with the schools request for medical evidence or if the school continues to be concerned

Letter sent to parents informing them that their child's attendance information has been passed to the EWO.

Unauthorised absences (For children of compulsory school age)

When a child has 6 unauthorised sessions (within a 6 month period)

Letter sent to parents with an appointment to meet the Head of School or the Family Support Worker to discuss the unauthorised absences and plan for improved attendance.



When a child has 8 unauthorised sessions (within a 6 month period)

The Education Welfare Service will be informed and may write to you.



When a child has 14 unauthorised sessions (within a 6 month period)

The Education Welfare Service will write to you again prior to considering a first legal meeting.



When a child has 20 unauthorised sessions (within a 6 month period)

The school will automatically inform the Education Welfare Service who have a duty to hold a legal meeting in order to put a plan for improvement in place.

All parents should be aware that poor attendance could lead to prosecution and/or a penalty notice (currently £120 per child, per parent reduced to £60 per child, per parent if paid within the first 21 days).