

Attendance Phases - Student Information

Outstanding attendance 100%
Rewards - 2 Vivos every week and an extra 10 Vivos per term
Excellent attendance 97 - 99%
Good attendance 96%
Satisfactory attendance 95%
Monitoring phase: less than satisfactory attendance 90 – 94%
<ul style="list-style-type: none">• Your attendance will be closely monitored• Your Tutor, ALSP and LSP will talk to you about your attendance• Your parents/carers will be contacted
Unsatisfactory attendance: less than 90%
Phase 1 <ul style="list-style-type: none">• Your LSP will contact home and ask parents to attend a <div style="background-color: #4682B4; color: white; padding: 5px; display: inline-block; border-radius: 10px;">School Attendance Meeting</div> with your LSP and Senior Year Link, to discuss your absence from school• Help and support will be offered• The Education Welfare Officer may make a home visit <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="text-align: center;">↙ If improvement is shown Year Team will continue to monitor</div><div style="text-align: center;">↘ No improvement move to Phase 2</div></div>
Phase 2 <ul style="list-style-type: none">• A formal <div style="background-color: #4682B4; color: white; padding: 5px; display: inline-block; border-radius: 10px;">Attendance Panel Meeting</div> will be called to discuss the legal requirement for your parents/carers to ensure you attend school• A plan will be made to help your attendance level to improve• The Education Welfare Officer will make a home visit <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="text-align: center;">↙ If improvement is shown Year Team/ Education Welfare Officer to monitor every 4-6 weeks</div><div style="text-align: center;">↘ No improvement move to Phase 3</div></div>
Phase 3 <ul style="list-style-type: none">• A further formal meeting will take place <div style="background-color: #4682B4; color: white; padding: 5px; display: inline-block; border-radius: 10px;">Attendance Panel Review Meeting</div>• This will be chaired by the Local Authority and the Education Welfare Officer will also attend• The Local Authority will recommend further actions• The school will continue to offer help and support <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="text-align: center;">↙ If improvement shown a second review meeting will be set. School Education Welfare Officer continues to monitor</div><div style="text-align: center;">↘ No improvement move to Phase 4</div></div>
Phase 4 Failure to improve <ul style="list-style-type: none">• Parents/carers will be advised of legal action, court process and possible outcomes• Education Welfare Officer will prepare the case file• A Court Summons will be issued• COURT APPEARANCE <p style="text-align: center; margin-top: 10px;">The possible sentences available to the court include: fines of up to £2,500, a criminal record and imprisonment for up to three months.</p>