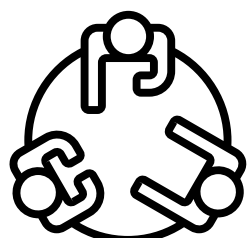


Graduated Response to Attendance

Attendance 100-96%	Attendance 95.9-94%	Attendance 93.9-90.1%	Attendance 90-85.1%	Attendance 85-80.1%	Attendance 80% & below
EXPECT 	MONITOR 	UNDERSTAND 	FACILITATE 	FORMALISE 	ENFORCE 
No concern	Stage 1 concern	Stage 2 concern	Stage 3 concern	Stage 4 concern	Stage 5 concern
Universal monitoring Celebrate good attendance Maintain consistency 	Initial letter/email sent Letter includes child's attendance details & expectation of improvement 	Informal phone call with Class Teacher SENDCo/DSL consulted if SEND, medical, or safeguarding concerns 	Formal letter & meeting Formal attendance meeting with Phase Leader and Attendance Officer. Attendance Contract agreed 	Attendance Panel convened Panel includes Deputy Head, DSL and SENDCo. Absence Action Plan created and reviewed weekly 	Statutory intervention Referral to ESO and/or LA Legal Services. Referral for Notice to Improve. Fixed Penalty Notice may be issued 