School intervention to combat poor attendance

Pupil's attendance falls below 95%.

School will send a first letter advising parents/carers, that their child's attendance has fallen below 95% and closely monitor the attendance of the child

Attendance improves, School will continue to monitor the child's attendance.

Attendance fails to improve.
School will send a second
letter requesting medical
evidence for future absences
and or invite parents/carers
to attend a meeting in
school.

Attendance improves, school will continue to monitor. Medical evidence will still need to be provided until attendance is above 95%

Attendance still fails to improve and no medical evidence is provided.
Absences will be unauthorised and a referral will be made to the Education Welfare Officer

The Education Welfare Officer will, in consultation with the school, consider the issuing of a Penalty Notice for unauthorised absence and/or request a meeting with the parents/carers to discuss the poor attendance and agree an Action plan for improvement.

Penalty Notices.

For unauthorised absences/unauthorised leave of absence:

Currently £120 per child per parent, if paid within 28 days. Reduced to £60 per child per parent, if paid within 21 days.

Legal Action

Failure to ensure your child's attendance improves at school, may result in a Court appearance; which may lead to a £2500 fine or 3 months imprisonment.

Non payment of the fine will lead to legal proceedings.