

Saltford School Attendance Procedure

Attendance %	100% - 96.0%	95.9% - 93.0%	92.9%-90%	89.9% and below
Sessions missed	0-16	16-27	27-39	39+
Days missed	0-8	8-13½	13½-19½	19½
Responsibility	Whole school approach	Attendance Lead and Headteacher	Attendance Lead, Headteacher	Attendance Lead, Headteacher and AWSS*
Daily Action	<ul style="list-style-type: none"> Absence recorded and input with reason. 	<ul style="list-style-type: none"> Absence recorded and input with reason. Attendance Lead to contact on day 3 of absence (CP, LAC, SEN priority calls). 	<ul style="list-style-type: none"> Absence recorded and input with reason. Attendance Lead to contact on day 2 of absence. Attendance Lead to identify and advise parents on in school and external support if required. SLT to be notified of absence. 	<ul style="list-style-type: none"> Absence will not be authorised without medical evidence. Absence recorded and input with reason. Attendance Lead to contact on Day 1 of absence and each consecutive day. Headteacher to be notified.
Weekly Action	<ul style="list-style-type: none"> Monitor pupils at risk of falling below 96%. 	<ul style="list-style-type: none"> Attendance Lead to review weekly attendance and meet with Headteacher. 	<ul style="list-style-type: none"> Attendance Lead to review weekly attendance and meet with Headteacher to discuss further actions. Parents informed of low attendance by letter. Attendance Lead to catch up with pupil regarding absence (pastoral check). 	<ul style="list-style-type: none"> Phone calls and meetings with Headteacher to be arranged and recorded. 4 weekly review from meetings.
Termly Action	<ul style="list-style-type: none"> Attendance percentage shared at consultation evenings. Attendance Lead/ Headteacher to put articles and visuals to support good attendance in the newsletter. 	<ul style="list-style-type: none"> Attendance log to be completed. 	<ul style="list-style-type: none"> Attendance log to be completed. Attendance Lead to talk to parents and inform of improvement/ drop in attendance by letter. 	<ul style="list-style-type: none"> Attendance log to be completed. Headteacher, attendance Lead and AWSS* meeting and follow action to be carried out. Letter to be sent home to parents.

<p style="text-align: center;"><u>After 8:50am</u> classed as late (L)</p>	<p style="text-align: center;"><u>After 9:00am</u> classed as after registration (U)</p>
<p>10 late marks Attendance Lead to inform parents of lateness via phone call and letter requesting improvement.</p>	<p>5 late marks Attendance Lead to inform parents of lateness via phone call and letter requesting improvement.</p>
<p>Lateness continues (15 late marks) Meeting with Headteacher to be arranged and action plan between school and home drawn up.</p>	<p>Lateness continues (10 late marks) Meeting with Headteacher to be arranged and action plan between school and home drawn up.</p>
<p>lateness increases further (20 late marks) Attendance Lead to send final warning letter. AWSS* to be informed.</p>	<p>lateness increases further (15 late marks) Attendance Lead to send final warning letter. AWSS* to be informed.</p>
<p>* AWSS = Attendance and Welfare Support Services 1 Session = am or pm 1 day = 2 sessions</p>	