1. In September, we will be watching the attendance of children who were persistently absent in the previous school year.
2. In November (2nd week after half term), we will run a report for every child who has attendance at 90% or less. Where attendance is below 90, Office Letter Stage 1 is sent. Where attendance is 90% – 92%, Office Pre 90 letter is sent.
3. In January (2nd week after Christmas break), we will run a report for every child who has attendance at 90% or less. Where attendance is below 90, Office Letter Stage 1 is sent. Where attendance is 90% – 92%, Office Pre 90 letter is sent.
4. In March (2nd week after half term), we will run a report for every child who has attendance at 90% or less. Where attendance is below 90, Office Letter Stage 1 is sent. Where attendance is 90% – 92%, Office Pre 90 letter is sent.
5. In April (2nd week after Spring break), we will run a report for every child who has attendance at 90% or less. Where attendance is below 90, Office Letter Stage 1 is sent. Where attendance is 90% – 92%, Office Pre 90 letter is sent.
6. In June (2nd week after half term), we will run a report for every child who has attendance at 90% or less. Where attendance is below 90, Office Letter Stage 1 is sent. Where attendance is 90% – 92%, Office Pre 90 letter is sent.

**Attendance is analysed and Office Stage 1 or Pre 90 is sent out. This is recorded on Attendance Spreadsheet**

Attendance is analysed at next date.

Previously given Pre 90 – if attendance has declined, give Office Stage 1



Previously given Office Stage 1 – if attendance has declined – Issue Headteacher Stage 2



Previously given Headteacher Stage 2 – if attendance has not improved, issue Headteacher Stage 3 Panel Invite

If attendance between each analysis point improves, we do not issue a letter for the next stage. It may be required to send another Office Letter 1 or Office Pre 90 if there is improvement but it is still below 90%. This information is monitored and recorded on the Attendance Sheet.

If attendance has improved over 90%, an email from the school office can be sent to thank the parent for working with the school to improve their child’s attendance.

If there are concerns at any time, it may be necessary to issue panel letters (Headteacher Stage 3) at any time if there serious concerns regarding a child’s attendance. There is no requirement to offer previous stages if deemed necessary by serious concern.

**Normal Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Pre-90Information only | Office Stage 1Information only | Headteacher Stage 2Half term improvement required | Headteacher Stage 3Invitation to panel | Email advising improvement now over 90% |