## **Attendance Procedure**

## School Attendance Target 100%

First day phone calls home for **<u>all</u>** absences.

Where possible a home visit will be made by the school



(Trigger 1) First unauthorised absence – Initial concern letter (1) to be sent to all.

\*Unauthorised in accordance with Leicester City Education Welfare Service guidance.

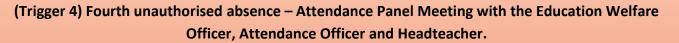
\*Medical evidence required for ALL medical absences.

(Trigger 2) Second unauthorised absence – Meeting with the Attendance Officer, Wellbeing Team and Education Welfare Officer.

\*First opportunity for parents to discuss any concerns impacting attendance and plan strategies to remove these barriers.

(Trigger 3) Third unauthorised absence and no improvement since Trigger 2 - Referral to Local Authority & Education Welfare Officer.

\*Attendance monitored weekly by the Education Welfare Service.



\*Meeting on record and second opportunity for parents to discuss any concerns impacting attendance and plan strategies to improve attendance.



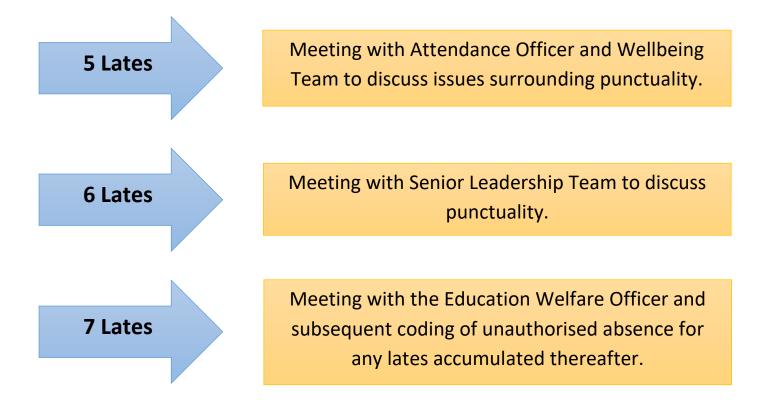
Further unauthorised absences will result in a final warning letter from the Education Welfare Service, or a Police and Criminal Evidence (PACE) meeting and may be also followed by a penalty notice and criminal record

\*£60 per child per parent, rising to £120 per child per parent if not paid within 21 days

## **Punctuality & Lateness Procedure**

## School starts at 08:45

- <u>ALL</u> late arrivals **beyond 08:50 must sign in** through the main office registry system.
- <u>ALL</u> late arrivals **beyond 09:00** (after the register closes) will be recorded as an <u>unauthorised absence</u>.



Late arrivals which are 'U' coded on the register are **unauthorised absences** and will result in an Attendance Panel Meeting with the Education Welfare Officer.