If a child's attendance falls under 96%.
Teachers will contact parents/carers to discuss the child's attendance. This will be logged on Arbor.
Teachers will feedback to Attendance Champion. Information logged on Attendance Spreadsheet.
No further action. Attendance has improved.
Letter One (concern letter) sent to parents/carers. Support offered. This is logged on Attendance Spreadsheet.
Attendance improves. Monitored fortnightly until in line with school expectations.
Child's attendance falls under 93%.
Letter Two (Medical evidence is requested) is sent to parents/carers. A 15-day review period is triggered.
Parents/carers advised no longer authorising absence without medical evidence until the child's attendance improves.
No Improvement during the review period of 15-days.
Letter Three (breach letter) sent to parents/carers and possible referral to Hertfordshire County Council (HCC) Attendance Team. A penalty notice could be issued at this point.