



# ATTENDANCE

## @ Holmer Lake

### First day, every day...



#### Teaching staff

- Staff take the register at 8:50am and straight after lunch.
- Staff also conduct a head count to confirm the number of pupils present.

#### Admin staff

- If a child is absent then the admin team will send a text asking parents to contact school.
- If parents do not contact school, then the admin team will ring the parents.

### 3 days or sooner...

- If a child is absent for 3 consecutive days then the EWO (educational welfare officer) will visit the home.
- If there are safeguarding concerns, then SLT/EWO will not wait 3 days to visit the home, they will visit earlier.



### Continued absence...

The EWO, Headteacher and Parent Support Advisor meet half termly to discuss and monitor poor attendance of individual pupils. If attendance does not improve:

Stage 1 - School Attendance Letter 1 (SAL1) sent to parents/carers.

Stage 2 - School Attendance Letter 2 (SAL2) sent to parents/carers, when medical evidence is required to enable illness absences to be authorised.

Stage 3 - First Warning Notice issued by the Local Authority.

Stage 4 - Final Warning Notice issued by the Local Authority.

Stage 5 - Attendance Concern Meeting with Head Teacher and EWO.

Stage 6 - Interview Under Caution with Local Authority.

Stage 7 - Local Authority refer to Court for school non-attendance.



## Attendance MATTERS