
Attendance Procedure

School Attendance Target 100%

First day phone calls home for all 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.



(Trigger 4) Fourth unauthorised absence – Attendance Panel Meeting with the Education Welfare Officer, Attendance Officer and Headteacher.

*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

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

5 Lates

Meeting with Attendance Officer and Wellbeing Team to discuss issues surrounding punctuality.

6 Lates

Meeting with Senior Leadership Team to discuss punctuality.

7 Lates

Meeting with the Education Welfare Officer and subsequent coding of unauthorised absence for any lates accumulated thereafter.

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.