Appendix 2

**Attendance support procedure**

| Attendance >95% | Attendance <95% but >90% | Attendance <90% |
|---|---|---|

Attendance >95% → No action needed.

Attendance <95% but >90% → Phone call home to parents/carers to inform them of attendance and to identify any issues.

Attendance <90% → Phone call home to parents/carers and supportive letter to arrange monitoring meeting.

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**Monitoring meeting where actions can be agreed for both school and parents.**

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**Parents/carers don't attend.**

**Issues and barriers to attendance are identified and school and home are given actions to put into place.**

Parents/carers don't attend. → Letter issued advising parents that persistent low attendance and lack of parental engagement will result in potential penalties.

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**Attendance begins to improve.**

**Attendance doesn't improve but parents/carers are attempting to put actions in place.**

**Attendance doesn't improve and parents/carers are not attempting to put actions in place.**

Letter issued advising parents → Monitoring meeting are to continue at a minimum of once every half term until attendance is above 90%.

Attendance doesn't improve but parents/carers are attempting → Monitoring meeting are to continue every 2 weeks. Actions will be reviewed including possible signposting to outside agencies.

Attendance doesn't improve and parents/carers are not → Letter issued advising parents that persistent low attendance and lack of parental engagement will result in potential penalties.

**Attendance begins to improve.** → Monitoring meeting are to continue at a minimum of once every half term until attendance is above 90%.

**After 1 full term attendance doesn't improve but parents/carers are attempting to put actions in place.** → An interim EHCP review is called to determine further support and actions needed.