

Attendance Action Routes



1. Low level attendance strategy

Letter 1:

School staff to work towards improving attendance of students with inconsistent or poor attendance. Staff to 'Fact find, monitor, send letters and conduct home visits'. Set clear expectations around attendance

If appropriate, refer to external agencies, target set and attempt to make contact with parents/carers.

2. (A) Continued absence

2. (B) Improved attendance

Continued support from Key workers

Letter 2:

Key Workers to invite Parents/carer to school or carry out a home visit. Explore the register together and explain issues and ask parents/carer for information regarding attendance issues.

Create measurable attendance targets, and set rewards for achieving targets.

3. No improvements after Letter 2

Letter 3:

Key Workers/ assistant Head to invite Parents/carer to school or carry out a home visit. Attendance Action plan created.

Verbal 'legal warning' given

4. No Improvement Made

Invite parent in for meeting (letter should contain Legal Warning)

Give verbal Legal warning and set Targets and Fortnightly Review's, until attendance at an acceptable improved level

5. Targets not met

Inform parent/carer, 'the facts will be presented to the Education Welfare Officer and Bristol City Council. The team will request that the matter be considered for Prosecution.'

This must be followed up in writing to the parent/carers
Attendance office will present this to SLT and prepare witness statements if this route is seen as appropriate