



Letter 3 – Attendance has declined to 65% and below

Immediate action will be taken. Home visits/school meetings will take place where and assessment will happen.

Attendance Action Plan will be prepared between Keyworkers and Assistant Head. These will be regularly reviews with the families to set measureable attendance targets. At this point a verbal 'legal warning' will happen

Letter 2 – Attendance has dropped to 75%

Key workers will invite parents/carers into school. They will explore the attendance data, explain issues and ask parent/carer for information regarding the attendance issue.

Targets will be set during meeting and recorded in **student passport**. Key workers will need to work closely with the families and keep reviewing these on a fortnightly basis with parents/careers.

Letter 1 – Attendance has dropped below our target and is at 90% or below

Letter will be sent out by attendance officer, Keyworkers will work towards improving attendance of students who have dropped to this level. Key workers are to 'fact find, monitor and conduct home visits'

Attendance between 90% - 96% will be monitored by keyworkers, discussion will take place to look for reason absence may occur

At LPW school we like to celebrate good attendance in an arrange of ways, this may include -

For attendance above 96% - positive letter sent home from Headteacher, Headteacher award or acknowledgement and reward meals.