

MALPAS ALPORT PRIMARY SCHOOL ATTENDANCE PROCEDURES

FIRST DAY CONTACT

ABSENCE TO BE REPORTED via telephone call to school office. Any non-reported absence will be followed up with a telephone call and/or text message. Where there are failed attempts to make contact, a home visit may be carried out by a senior member of staff.

ATTENDANCE MONITORING

When a pupils attendance falls below 96%, a text will be sent out alerting parents/carers of this. Attendance will then be monitored weekly.

If attendance then falls below 94% a Stage 1 attendance letter will be issued with the aim to see sustained improvement over a 4 week period. If there is no improvement a continued concern Stage 2 letter will be issued and monitoring will continue.

CONTINUED ABSENCE

(where attendance is falls below 90%)

Attendance Panel Meeting

with Head teacher and/or a designated governor

An attendance support plan will be put in place and a copy given to the parent/carers

CONTINUED ABSENCE/NON-ENGAGEMENT:

REFER TO ATTENDANCE GUIDANCE FLOW CHART 2022 TO DECIDE ON ACTION TO BE TAKEN

ATTENDANCE
IMPROVES
REVERT TO
MONITORING

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