

## SCHOOL ATTENDANCE ACTION PLAN

SUGGESTED TIME SCALE	ATTENDANCE PROFILE	WHAT NEEDS TO BE DONE	WHO BY/WHO WITH
<b><u>Day 1</u></b>	Any absence without reason	First-day-of-absence contact	School Administrative Officer/Attendance Officer
<b><u>Day 3</u></b>	No response or concern about explanations	Letter from school to parent/carers	Any of the above and Head of Year, Headteacher
<b><u>Day 6 or further 3 days</u></b>	No response or concern about explanations	Parents/carers to be invited to school meeting. Formal action plan to support attendance to be agreed, individual attendance targets to be included. Date set for further meeting to review plan.	Any of the above as well as any other relevant school staff, e.g. Learning Mentor, Attendance Officer, SENCO
<b><u>Approx. 6 Weeks</u></b> <b>(NB sooner if child completely absent)</b>	Further unauthorised absence Attendance below 90%	Meeting to review plan and agree a request for support from Early Help Services or referral to the AO* consideration of a Penalty Notice to be issued (if 85% or below)	As above
<b><u>Legal Action</u></b>	Further unauthorised absence	Early Help services to consider initiating legal action or school staff to refer to the AO for school- initiated prosecution (if attendance below 85%, referral has not been made to Early Help Services or to the AO for a Penalty Notice).	Early Help services/ School staff/AO