

LEAGRAVE PRIMARY SCHOOL

IMPROVING SCHOOL ATTENDANCE



School Meetings

Arrange a school meeting with the Senior Assistant Headteacher or Attendance Officer to discuss reasons for absence, explore barriers and discuss ways to improve attendance.

Early Intervention

Following 4 sessions (2 days) of unauthorised leave issue an early intervention letter to parents/carers

Risk of Becoming a Persistent Absentee Letter

Attendance between 95-92% look at reasons and issue a risk of becoming a persistent absentee letter to inform parents and offer support

Register Checks

Monthly register checks to monitor attendance and identify pupils who need early intervention or support. Arrange school meetings, or issue appropriate letter to parents to offer support and encourage improvement in attendance.

Notice to Improve

Following 10 sessions (5 days) unauthorised leave with a 10 week period, issue notice to improve within a 6 week improvement period.

If no improvement write to parent/carer and inform them we will be sending the information to the Attendance Support Team at the local authority who may issue a Penalty Notice

Unauthorised Term Time Leave

Following unauthorised leave, issue a supporting documentation letter and if applicable send details to the local authority attendance team to issue a penalty notice.

Attendance 90% or below

Issue persistent absentee letter informing parents

Punctuality

Monitor punctuality and issue a letter if 2 or more late arrivals.