

## Flowchart of Attendance Interventions – Working within the Attendance and Punctuality Policy.

Monitoring shows individual pupil's attendance is **below** average.

### Step 1 -

A key worker from the school will contact you to discuss attendance. This will usually be the class teacher for an informal discussion about your child/children's attendance. This will likely be a verbal face-to-face discussion or over the telephone.

### Step 2 -

A Key worker from the school will send a letter to you if attendance for your child is below the expected standard. This will be a formal letter in line with our policy guidelines.

### Step 3 -

Formal Contact will be made requesting a parent to attend a parent review meeting and a partnership (child/parent/academy) action plan completed.

### Step 4 -

Formal Contact highlighting progress has not been made since the attendance review meeting.

#### \* Step 5 - First Offence

The first time a **Penalty notice** is issued for term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days. Reduced to £80 per child per parent if paid within 21 days.

#### \* Step 6 - Second Offence within 3 years.

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be £160 per parent per child - within 28 days.

#### \* Step 7 - Third offence and any further offences within Three Years.

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates Court.

Magistrates fines can be up to £2500 per parent, per child. Cases found guilty in the Magistrates Court can show on the parents future DBS certificate due to the 'failure to ensure regular school attendance'.