



**St Mary Magdalene C of E School
with
Christ Church C of E Primary School**

KOINONIA FEDERATION ATTENDANCE PROTOCOL

Stage 1: Attendance < 95%

Actions:

- Issue Letter 1 - letter to inform parent/ carer about the decline in their child's attendance
- Student Welfare or HSLW to contact parents to gather context and record findings on Arbor
- Inform parents that if attendance continues to fall, they will be contacted again

Next steps:

- Your child's attendance will be monitored closely by the Pastoral/ HSLW Team
- If your child's attendance does not improve → **Stage 2**

Stage 2: Attendance < 90%

Actions:

- Letter 2 will be issued to inform parents about the further decline in their child's attendance
- Family Group Tutor/ HSLW to call with parents to gather more information and context in order to offer more support and encourage them to work closely with the school
- Parents and student will be asked to sign an attendance contract
- Following the call, a letter will be sent to parents with the minutes outlining the actions and support that will be put in place
- If parents choose not to attend the meeting without a valid reason, they will receive a letter to inform them that this will trigger stage 3 of the attendance monitoring process

Next steps:

- Your child's attendance will continue to be monitored closely by the Pastoral Team
- If your child's attendance continues to fall → **Stage 3.**

Stage 3: Attendance < 85%

Actions:

- Letter 3 will be issued and parents will be invited to a meeting with the Head of Year
- Review attendance contract and establish reasons/context for further decline in attendance in order to offer more support
- Following the meeting, a letter will be sent to parents with the minutes outlining the actions and support that will be put in place
- If parents choose not to attend the meeting without a valid reason, they will receive a letter to inform them that there is the possibility of statutory intervention

Next steps:

- Your child's attendance will continue to be monitored closely by the Pastoral Team
- External support and intervention will be offered
- If your child's attendance continues to fall → **Stage 4**

Stage 4: Attendance < 80%**Actions:**

- Letter 4 will be issued to parents to outline the Statutory Intervention Consideration Meeting.
- Parents will be notified that they are at risk of receiving a penalty notice if their child's attendance
- Parents will be invited to a meeting with the Attendance Advisory Officer (AAO) and the school's attendance champion (member of the Senior Leadership Team)
- Following the meeting, a letter will be sent to parents with the minutes outlining the actions and support that will be put in place
- If parents choose not to attend the meeting without a valid reason, they will be issued with a letter to inform them that they are risk of receiving a fin

Next steps:

- Weekly monitoring of student's attendance by the Senior Attendance Lead, Attendance Officer and Pastoral team
- External support and intervention will be offered
- If your child's attendance continues to fall → **Stage 5**

Stage 5: Team Around the Child (TAC) Meeting**Actions:**

- Arrange TAC meeting with parents to gain further context and offer extra support
- Following the meeting, a letter will be sent to parents with the minutes and the next steps
- If parents choose not to attend the meeting without a valid reason, they will be issued with a letter to inform them that they are risk of receiving a fine
- If attendance improves, we will continue to monitor your child's attendance and provide further support

- If no significant improvement in your child's attendance despite the support offered by the school, there will be statutory intervention and possible fines

Additional Conditions:

- **5 Unauthorised Absences in 10 Weeks:**
 - Start the attendance process if a student accumulates more than 5 unauthorised absences over rolling 10-week school period

- **Holiday-Related Absences:**
 - If the student has been on holiday during term time, a holiday letter may be issued which could result in fines