

Rowlands Gill Primary School

Attendance Policy

Date Written: July 2025

Ratified by Governors: September 2025

Implementation Date: September 2025

Next Review Date: July 2026



Policy Review Dates

Review Date	Changes made	By whom	Date Shared
July 2025	Link governor changed See highlights	LC	

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1. Aims

At Rowlands Gill Primary School we are committed to meeting our obligation about school attendance through our whole school approach that values good school attendance, including:

- Promoting good attendance, including with children who are non-statutory school aged
- Ensuring every child has access to full-time education
- Building and maintaining a strong relationship with families to enable targeted support to improve school attendance where necessary
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Promoting the importance of arriving to school and lessons on time to support punctuality

2. Roles and Responsibilities

2.1 The Governing Body

The Governing Body is responsible for:

- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

The link Governor responsible for attendance is Alex Perkins and can be contacted via telephone number: 01207 549359 and/or by email to: office@rowlandsgillprimary.org.uk

2.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Organising staff training about attendance and information in induction packs
- Evaluating and monitoring expectations and processes
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

- Working with relevant school staff to tackle persistent absence
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The Head Teacher is Lindsey Clarke and can be contacted via telephone number: 01207 549359 and/or by email to: office@rowlandsgillprimary.org.uk

2.3 The Admin Assistant

The Admin Assistant is responsible for:

- Providing regular attendance reports to school staff and reporting concerns about attendance to the Headteacher
- Advising the Headteacher when to issue fixed-penalty notices
- Overall monitoring of school attendance, including vulnerable pupil groups, e.g. FSM, PP, SEND etc.
- Identifying trends in authorised and unauthorised absence.
- Contacting families where concerns are raised about absence including arranging meetings with the Senior Leadership Team to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Providing reports and background information to inform discussion with the school's LA School Attendance Support Team.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence, along with ways to support.

The admin assistant can be contacted via telephone number: 01207 549 359 and/or email address: office@rowlandsgillprimary.org.uk.

2.4 Class teachers

Class teachers are responsible for:

- Maintaining class registers and completing them accurately on a daily basis, using the correct codes in accordance with school policy.
- Informing the Headteacher where there are concerns about attendance or punctuality and acting upon them.
- Ensuring the Headteacher is informed where poor attendance re-occurs.
- Promoting and emphasising with their class the importance of good attendance and punctuality.
- Ensuring appropriate school staff are informed of additional information provided by the child so it can be recorded in line with school policy.
- Discussing attendance issues at parent consultation evenings, where necessary.
- Reporting accurate attendance data on the child's end of year report.
- Identifying where attendance is having a negative impact on attainment / wellbeing.

2.5 School office staff

School office staff are responsible for:

- 'First Day Response': contacting home if no reason for absence is received. This will be by text message and email. A follow up phone call will be made if there is still no reply to the text message or email by 10:00am.
- Working with parents and the Headteacher to improve individual pupil's attendance and punctuality.
- Raising any attendance or punctuality concerns to the Headteacher.
- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Recording details of children who arrive late or go home early.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, issues with punctuality, anomalies in patterns of attendance and / or unusual explanations for attendance offered by children and their parents / carers and reporting concerns to the Headteacher.
- Sending out standard letters regarding attendance.
- Co-ordinating requests for Term-time Leave of Absence and advises the Headteacher as requested.

2.6 Parents/Carers

Parents/Carers are expected to:

- Make sure their child attends every day on time, arriving before 8.55am.
- Call the school to report their child's absence before 9.00am on the day of the absence (and each subsequent day of absence) and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

2.7 Pupils

Pupils are expected to:

- Attend school every day and arrive on time

3. Recording Attendance

3.1 Attendance register

At Rowlands Gill Primary school we keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity or medical appointment
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment - only the Office team should make amendments to the attendance register.

See Appendix 1 for the DfE attendance codes we use.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The register for the first session will be taken at 9.00am and will be kept open until 9.30am.

The register for the second session will be taken at 12.30pm and will be kept open until 1.00pm.

3.2 Why is attending school regularly so important?

Evidence shows pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

Pupils who attend regularly are more likely to achieve better results than their peers that do not, both at Key Stage 2 tests in the Primary phase, and in GCSEs at Secondary.

Excellent attendance enables pupils to be part of the school community and develop a sense of belonging. This further supports each pupil's development socially, morally, and ethically, enhancing personal well-being.

If attendance over the school year is:	...a pupil will miss these many days:	...and these many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

3.3 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence. Absences which have not been reported to the school by the parent/carer on the first day of absence may not be authorised.

If your child cannot attend school, parents/carers must:

- Call the School absence line (01207 549 359, option 1) before 9.00am and leave a clear message including the parent/carer's name, child's full name and class, the reason for their absence and whether medical advice is being sought. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.
- Call the absence line before 9.00am. It is not appropriate for parents to email to inform the school of absence, because email will not always be checked before 9.00am.
- Contact the school on each day of the absence to provide an update on the child's condition, unless otherwise agreed by the school.

We will mark absence due to illness as authorised using the 'I' code, unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

3.4 Planned absence

Attending a medical or dental appointment will be marked as authorised absence, with the 'M' code as long as the pupil's parent/carer notifies the school in advance of the appointment. However, this is still counted as 'absence'.

We encourage parents/carers to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

Parents/Carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. Circumstances which could be considered for authorisation include significant family emergencies or funerals. However, parents will also

be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

For any type of term time absence, Parents/Cares should complete a Leave of Absence Request form which is available from the school office. The request should be submitted as soon as it is anticipated and where possible at least **four weeks** before the absence.

Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as FGM or forced marriage we will follow the necessary protocols. Please see our Safeguarding and Child Protection Policy for more information.

3.4 Lateness and Punctuality

Minutes late per day...	Equates to days of teaching lost in one year...	Which means this number of lessons have been missed...
5 mins	3 days	15 lessons
10 mins	6 days	30 lessons
15 mins	9 days	45 lessons
20 mins	12 days	60 lessons
30 mins	18 days	90 lessons

A pupil who arrives late:

- Before the register has closed will be marked as late, using 'L' code
- After the register has closed will be marked as absent, using the 'U' code
- The school will use the 'U' code for arrivals after 30 minutes from the start of the session

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Headteacher, or a member of the Senior Leadership Team will meet with parents of those children who are frequently late arriving at school, to investigate reasons and suggest solutions to enable more punctual attendance.

3.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Send a text to the first contact listed in Arbor on the morning of the first day of unexplained absence to ascertain the reason.
- If this text is not responded to, by 10:00am a follow-up phone call will be made to the first contact and then emergency contacts in order of their priority on our Arbor system. We will continue to make calls until we find out why a child is absent.
- If we are unable to contact any of the emergency contacts and have not received any communication via the absence line, the Headteacher will consider making a home visit

to find out where the child is and ensure that they are safe. This decision is never taken lightly and all other attempts to communicate with all contacts for the child will have been exhausted first.

- If the school is unable to contact any of the emergency numbers provided and is concerned for the welfare and safety of a pupil, we may request a welfare check from the police.

Once contact is made the school will:

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

School will contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

3.6 Reporting to parents/carers

The School regularly informs parents about their child's attendance and absence levels. Headline percentages will be shared with parents every time a parent/carer logs in to Arbor (our online communication and payment platform) and in the child's end of year school report.

Parents will receive an attendance letter at the start of each academic year together with a copy of our attendance policy promoting the importance of good attendance. Parents will also receive an email outlining their child's attendance percentage, explaining the amount of time missed and the impact on the pupil's learning. This will be sent out at least termly.

4. Authorised and Unauthorised Absence

4.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, which can be obtained from the School Office. The Headteacher may require evidence to support any request for a leave of absence.

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart
- Traveller absence – where a traveller pupil of no fixed abode is unable to attend school because they are travelling with their parent who is engaged in a trade or a business which requires them to travel from place to place. School will discuss cases individually with parents as necessary
- Suspensions – where a child has been sent home due to their behaviour.

4.2 Extended Leave

When a child is absent from school for an extended period (i.e. 15 school days or more) parent/carer should advise the school of the temporary address.

4.3 Legal sanctions

The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. The number of unauthorised absences that may trigger a potential fine are 10 unauthorised absences (5 days) in a 10-school week period.

If issued a fine, or penalty notice, **each parent must pay** £80 within 21 days or £160 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by a Headteacher, Local Authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution - with fines up to £2,500 or imprisonment for up to 3 months but may

include other tools such as one of the other attendance legal interventions. This reflects the seriousness of unauthorised absence.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. These penalty notices are charged at £160, reduced to £80 if paid within 21 days.

5. Strategies for Promoting Attendance

Although good attendance is an expectation the school seeks to improve whole school attendance by offering incentives, these may include:

- Celebration letters for improved attendance / punctuality
- Termly certificates
- End of year certificate for 100% (platinum)

We apply our policy to non-statutory school aged children in Nursery and Reception in order to promote good habits at an early age.

6. Attendance Monitoring

The school will monitor all pupil's attendance and uses a traffic light system for ease of recording and differentiating. Please see Appendix 2 for full details.

Pupils who fall into the Amber or Red zones are monitored more closely and we use the following process:

- Parents will receive a letter advising if a pupil falls into the Amber zone and that 4-week monitoring will take place.
- Pupils are monitored within a 4-week internal monitoring group.
- At the end of the 4-week monitoring period a review is held, if no improvement has been made there will be a follow up phone call or meeting between school and the parent/carer.
- If the pupils fall into the Red zone, a meeting between parent/carer and the HT or senior leader is planned and an action plan is produced with the support of other agencies if appropriate. This could include for example: The Local Authority or Early Help team.

If there continues to be no improvement, for statutory school-aged children, then legal action will be considered in line with DfE guidance.

6.1 Monitoring attendance

The School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected daily and published at national and local authority levels through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

6.2 Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

6.3 Using data to improve attendance

The School will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

6.4 Reducing persistent and severe absence

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. For pupils who miss more than 50% of possible sessions they are defined as 'severely absent'.

Rowlands Gill Primary School will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent. This will include: identifying the individual needs of pupils; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance [Working Together to Improve School Attendance](#).

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils whom the school (and/or local authority) consider to be vulnerable or are persistently, or severely absent, to discuss attendance and engagement at school. In this meeting, the link between attendance and attainment and wider wellbeing will be discussed. This meeting will also be used to respectfully challenge parents' views where they have misconceptions about what 'good' attendance looks like. (See Amber Zone 2 and Red Zone).
- Provide access to wider support services to remove the barriers to attendance

7. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the full governing body.

8. Support

The school will:

- Build relationships with students and families to encourage regular school attendance.
- Analyse and use data and relationship knowledge to prevent regular absence.
- Using resources (School-based and external services) to intervene early with support.
- Use targeted support for persistent/severe absences.

9. Links with Other Policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Anti-Bullying Policy,
- Safeguarding and Child Protection Policy,
- Early Help Offer,
- SEND Policy,
- Supporting Pupils with Medical Conditions Policy.

10. Legislation and Guidance

This policy meets the requirements of [working together to improve school attendance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold

- [Summary of responsibilities where a mental health issue is affecting attendance](#)
- [Support for pupils where mental health issues are affecting attendance \(Effective practice examples\)](#)
- [Keeping Children Safe in Education](#)

Appendix 1: Attendance Codes

The following registration is effective from the 19th of August 2024 - '[Working Together To Improve School Attendance 2024](#)'

Code	Definition	Scenario
/	Present (am)	The pupil is present at morning registration
\	Present (pm)	The pupil is present at the afternoon registration
L	Late arrival	The pupil arrives late before the register has closed
B	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	The pupil is attending a session at another setting where they are also registered
P	Sporting activity	The pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	The pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	The pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	The pupil has been granted a leave of absence due to exceptional circumstances

C1	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad
C2	Leave of absence – Part-time timetable	For compulsory school-age pupils who are on an agreed part-time timetable
E	Suspended or permanently excluded	The pupil has been suspended or permanently excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	The school has been notified that a pupil will be absent due to illness
J1	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
M	Medical/dental appointment	The pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Parents travelling for occupational purposes	The pupil is a mobile child due to the parent travelling from place to place for business/trade
Q	Unable to attend due to lack of access arrangements	The pupil is unable to attend due to a lack of travel arrangements made by the local authority
Y1	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance

Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
Y4	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing
Y6	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
Y7	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
Unauthorised absence		
G	Unauthorised holiday	The pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	The school is not satisfied with the reason for the pupil's absence
U	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

Our Traffic Light System for Monitoring Attendance / Escalation of Procedures

At Rowlands Gill Primary School we follow a traffic light system (Appendix A), the purpose of colour coding helps staff, parents and pupils have a clear understanding of our expectations and what will happen if attendance levels fall.

<p>Green Zone: 97% - 100%</p> <p><u>Prevention</u></p>	<p>We expect students to have Green attendance throughout their education. Those in the Green zone are more likely to achieve well educationally, have better career opportunities and can develop strong friendships within school. When parents receive their attendance letter in the green zone, they should praise their child for this achievement.</p>
<p>Amber Zone 1: 93% - 96%</p> <p><u>Early Intervention</u></p>	<p>Students in this zone are beginning to cause concern. The reasons why they are in this zone will be explored by a member of the senior leadership team. Parents may receive a letter outlining these concerns and will be advised that future absences will not be authorised unless medical evidence is provided.</p> <p>Students are at risk of underachieving due to the low absence level. Those who miss school regularly are more likely to suffer from school related stress. If your child is in the Amber Zone internal monitoring for a period of 4 weeks will be undertaken with an expectation that attendance will improve during this time.</p>
<p>Amber Zone 2: 90% - 93%</p> <p><u>Tailored Support</u></p>	<p>Attendance levels are causing significant concern. The reasons why they are in this zone will be explored a member of the senior leadership team. Parents will receive a letter outlining these concerns and may be requested to attend a meeting and an attendance action plan setting targets will be agreed. A review meeting may be arranged for 4 school weeks' time.</p> <p>Students in this zone are at risk of underachieving due to the very low absence level. Students who miss school regularly are more likely to suffer from school related stress. If your child is in the Amber Zone internal monitoring for a period of 4 weeks will be undertaken with an expectation that attendance will improve. A follow up letter will be sent in relation to this monitoring. An attendance action plan, with agreed targets may be drawn up to identify steps to take to ensure the child's attendance will improve.</p>
<p>Red Zone: Below 90%</p> <p><u>Formalising Support</u></p>	<p>Attendance has decreased to an unacceptable level – below persistent absence rate despite interventions by school staff. Students in the red zone are more likely to underachieve, find making friendships difficult and disengage. Parents will receive a letter outlining these concerns and internal monitoring for 4 weeks will be undertaken. An attendance action plan may be drawn up and the support of other services beyond the school may be utilised. A voluntary Early Help assessment may be undertaken. The Local Authority School Attendance Support Team may be involved in supporting the child to improve their attendance. Formal legal action may also be taken against Parents/Carers of Red Zone pupils if no improvements are made in attendance levels.</p>

At all points, when deciding on action to take, the child's 4 week monitoring data, historic attendance and reasons for absence will be considered and discussed within the senior leadership team. We do not operate a 'one size fits all' system.