Denmead Junior Schools Attendance Policy – Appendix 1

Registration opens at 8:40. Children will be marked as late if they arrive between 8:40 – 9:15. They will be marked as unauthorised after 9:15.

Attendance falls to 95%

If the attendance includes lates or there have been 5 occasions of lateness, L1 letter sent to parent/carer giving attendance % and minutes late with advice leaflet. Attendance officers will monitor weekly.

No improvement?

A1 letter sent to parent/carer giving attendance % with advice leaflet. Attendance officers will monitor weekly.

No improvement?

If attendance drops to 90% (persistent absence) or after 10 lates, L2 letter sent to parent/carer giving attendance % and invite in to attend a meeting for support. Attendance officers will monitor daily.

No improvement?

If attendance falls to 90% (persistent absence), A2 letter sent to parent/carer giving attendance % and invite in to attend a meeting for support. Attendance officers will monitor daily.

No improvement?

If attendance **falls below 90%** A3 letter sent to parent/carer giving attendance % and invite in to complete a voluntary parenting contract (VPC). Attendance officers will monitor daily. If parents refuse VPC, they will be sent A4 Letter (medical letter).

No improvement?

If attendance continues to **fall and the VPC** is **not having an impact**, A4 medical letter sent to parent/carer giving attendance % and advising that all absence will be unauthorised without:

- Copy of e-consult
- Evidence of call log
- Photograph of prescription of medication
- Photographic evidence of illness or injury

No improvement?

If the parent/carer does not require the support from any agency to improve attendance or the child has 10 or more sessions of unauthorised absence, refer to Hampshire's Attendance Legal Panel

No contact for three days?
Begin **Child Absent in Education** procedures.