

ATTENDANCE 2022 - 2023

You are here

Letter – Your child’s attendance has fallen below **95%**

Date:

Letter – Your child’s attendance has fallen below **93%**

Meeting - with Attendance Lead & Key Stage Lead

Date:

Letter – Your child’s attendance has fallen below **90%**

Meeting - with Head of Academy

Date:

Not had a Fixed Penalty Notice

Letter - you have **12** unauthorised absences in a
12 week period

Please note

If you have **20** unauthorised absences in a 12 week period you
will receive a fixed penalty notice

Date:

Letter - your child has **18** unauthorised absences in a
12 week period

Please note

If you have **20** unauthorised absences in a 12 week period you
will receive a fixed penalty notice

Date:

Your child has now reached **20+** unauthorised
absences and your case has been sent for a fixed

Date:

School will monitor attendance for the next **15 days**

Fine £60

More information to follow

If you have had a Fixed Penalty Notice
We are now proceeding toward prosecution

Stage 1

Letter to improve attendance in 14 days
School to monitor daily

Stage 2

Letter and meeting with Attendance Lead
& Key Stage Lead
Set target 100% for 4 weeks

Stage 3

Review meeting with Attendance Lead &
Key Stage Lead
Review targets set and set targets 100%
for 4 weeks

Stage 4

Review meeting with Attendance Lead &
Key Stage Lead
Improved attendance no further action
No improvement—case to be sent to
court for prosecution