**Attendance Plan Autumn 2022**

**Target pupil’s less than 90% attendance**

Fortnightly meeting with C Whelan and S Furlong

Pupils who are causing a concern [less than 85% are identified}

Attendance causing a concern telephone call and letter to parents

If no improvement after a 2 week period, parents will be invited into school attendance panel meeting and an individual pupil attendance plan will be initiated

Parents agree to attend meeting.

Parents refuse or cannot attend. Second letter sent with alternative date.

During internal attendance panel meeting with parents and pupil an individual pupil attendance plan is agreed and signed with school, Mrs Ruddock and parents setting out agreed expectations for all parties to work towards.

Fixed penalty notice procedures to begin.

Targets reviewed after 4 weeks by Mrs Ruddock and Mrs Furlong

**Target not met**

**Fixed penalty notice procedure to gin,**

**Target met**

Letter sent out to parents congratulating them and pupil.

***After 2 meetings, if no improvements have been made and targets are still no met, formal advice from Tracey McKeating will be sort. School will recommend based on evidence whether or not to fine the parents.***

**Daily Attendance procedureDaily/ Weekly Attendance Routine**

Weekly In touch messages will be sent out to all parents and carers to inform them of their child’s attendance.

If pupil is absent for a second day and still no contact has been made then school will liaise with transport to source information on whether the child/parents/carers have been spoken to.

If not then every attempt will be made for a home visit take place. Any pupil who has multi agency involvement they will also be contacted.

First day response calls made by 10:00 and documented on SIMS by AR/ office.

If no contact has been made by 12:30 then a follow up text and phone call will be made by office staff.

Any phone calls of illness documented on SIMS by AR/Office staff /Teaching staff

Registers all marked by 9:00am and 1pm by class teachers.