

Raysfield Attendance Procedures

LETTER 1 / Broken Weeks Letter	Attendance and /or punctuality is a cause for concern (below 95%)
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LETTER 2	No improvement after 4 weeks – invite both Parents/Carers (P/C) to Pre-SAF/School Attendance Meeting (SAM)
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During the School Attendance Meeting (SAM)	<p>If appropriate:</p> <p>Medical Letter/Medical Action Plan completed and Medical Consent form signed by Parent/Carers.</p> <p>4 School weeks from date of SAM review of attendance and/or punctuality to take place.</p> <p>If either Parent or Carers FAILS to attend Education Welfare Officer meeting the EWO will take the Attendance Action Place to the home of the child</p>
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EITHER

LETTER 3	LETTER 4
If attendance and/or punctuality has improved since SAM	No improvement since SAM. Parents/Carers invited to a review meeting. At this meeting 95% + attendance target set for next 4 school weeks.



School invite Parent/Carers to Attendance Panel Meeting

LETTER 5	School invite Parents/Carers to Attendance Panel Meeting - 6 school weeks given to improve attendance and/or punctuality
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LETTER 6	School send Attendance Panel Review meeting invitation letter to Parents/Carers and invite Local Authority representative if attendance continues to be a cause for concern
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REVIEW MEETING TAKES PLACE



EITHER

<p>Improvement in attendance and/or punctuality since Review Meeting.</p> <p>Further review meeting maybe set or School continues to monitor – if Improvement to attendance and/or punctuality is not sustained</p> <p>Local Authority/School may consider prosecution</p>	<p>No improvement in attendance and/or punctuality since last review meeting</p> <p style="text-align: center;"></p> <p style="text-align: center;">PROSECUTION</p>
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Formal guidance informing our policy and procedure

- ❖ Education Act 1996 which states if any child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his/her parent is guilty of an offence.
- ❖ Pupil Regulations 2006 amended DFE April 2013
- ❖ Parental responsibility measures – regarding Penalty Notices (Fines) DFE November 2013
- ❖ Working Together to Safeguard Children DFE March 2015
- ❖ Keeping children safe in education. DFE March 2015
- ❖ Educating Children with Health Needs – DFE 2013 – Ensuring children with health needs do not miss out
- ❖ Supporting pupils at school with medical conditions – DFE December 2015
- ❖ Children missing education – DFE September 2016
- ❖ School Attendance – DFE 2016
- ❖ South Gloucestershire Council local code of conduct with regards to issuing of Education Penalty Notices
- ❖ www.southglos.gov.uk