

Attendance and punctuality is monitored weekly. Parents/carers of pupils with attendance under 96% will be invited in to speak to the Headteacher.



Parents/carers of pupils with attendance under 94% will be asked to attend an Attendance Support Panel Meeting. Medical evidence for future absences will be requested.

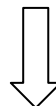


4.5 days of unauthorised absence in a 6 week period will trigger a FPN (Fixed Penalty Notice) or a legal intervention known as Fast Track. A pre-legal warning letter will be sent to forewarn you when your child is reaching criteria for a legal process. Please remember that arrival to school after 9.10am will be registered as an unauthorised absence.

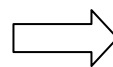
If a decision is made to issue an FPN, an application will be made to the Local Authority.



If criteria is met, a Fast Track Meeting will be held to discuss attendance and an action plan will be created with targets.



A Review Fast Track Meeting is held 4-6 weeks later. If improvement is made in accordance with the caution plan, the process will close. Monitoring will continue.



If no improvement is made in accordance with the action plan, the case will be referred to the Local Authority for consideration of Prosecution.