

Attendance Monitoring Procedures

Richardson Dees Primary has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. The **headteacher and office manager** review the attendance of every child at least fortnightly.
2. Contact is made with parents on the first day of absence for any **pupil absence** not reported.
3. If a pupil's attendance falls below **96 percent**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard and advising parents and carers of next steps.
4. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being **monitored every day**, and the **headteacher contacts the parents** to arrange a meeting to discuss this. If parents are unwilling to cooperate, a referral will be made to the Local Authority .
5. Following the initial meeting, if attendance targets are not met, the headteacher will call for a second meeting and implement an Attendance Improvement Plan which will outline the improvement attendance now needs and consider any further support which may be available.
6. If agreed targets are still not met, the headteacher will make a **referral** to the Local Authority.