

# Devon Moors Federation – Encouraging Good Attendance

## Ongoing

### Teachers and Admin

- Daily AM & PM register taken
- Weekly attendance data provided by admin
- First day calling by admin staff

95%

## Intervention

### Under 95%

- No requests to be authorised
- Send absence request refusal letter
- If absence still occurs consider Penalty Notice

### Under 95%

- Send L1/M1
- Teacher meets and discusses with parents/carers

### 20 Sessions – Illness

- Consider sending Medical Evidence Letter M2

### Teachers and Admin

- Keep accurate AM and PM register
- Follow up absence promptly
- Inform Head of School of any attendance concerns

95%

### Lateness

- If persistent lateness, Head of School to send Late Letter
- Discuss lateness with parents/carers
- If no improvement escalate to EWO

### Head of School

- To co-ordinate and monitor all of the above
- Ensure escalation process is consistently followed with discretion where appropriate
- Responsible for Pupil & School Attendance Data and meeting Local and National Attendance Targets
- To co-ordinate/monitor attendance of vulnerable groups (SEN / CiC/ PP/ FSM / EAL / Forces)

<95%

### Under 92%

- Send L2
- Head of School meets and discusses with parents/carers
- Agrees action plan with parents/carers

<90%

### Under 90%

- Send L3/3a
- Head of School meets and discusses with parents/carers
- Plan immediate improvement
- Discuss with EWO

### If No Improvement

- School and EWO consider Fast Track or alternative action