

Attendance	Lost Learning	Outcome Intervention
100%	Nothing Missed Everything Gained	Every chance of outstanding success
95% - 99.9%	Between 1-9 days missed Between 5 - 45 lessons missed	Stage 1 - Within expectations Great chance of success. You must call the attendance line to report any absences by 9am. We understand that sometimes young people are unwell, but we ask that you help us prepare them for the world of work where absences can go unpaid. Please endeavour to make medical appointments outside school hours, evidence will be required for medical appointments.
92% - 94.9%	Between 10-14 days missed Between 50 - 70 lessons missed Worrying chances of falling behind impacting on success	Stage 2 - Below expectations A letter will be sent home to remind parents/carers of our expectations. ADDITIONAL WORK WILL BE NECESSARY TO CATCH UP ON LESSONS MISSED If medical reasons are cited, we will follow the Medical Absences Flow Chart
90% - 91.9%	Between 15 - 19 days missed Between 75 - 95 lessons missed Significant chances of falling behind and a big impact on limiting success. A significant amount of work will be necessary to catch up on missed lessons	Stage 3 - Below Expectations We will invite parents in for a meeting with a view to addressing any barriers to attending school. We aim to resolve issues and put attendance incentives in place. If medical reasons are cited, we will follow the Medical Absences Flow Chart
85% - 89.9%	Between 20 and 29 days missed (a whole half term!) Between 100 and 140 lessons missed High Risk of falling behind and a huge impact on limiting success. A significant, prolonged amount of work will be necessary to catch up on missed lessons	Stage 4 - Persistent Absence We will invite parents in for a formal meeting with a member of SLT or Governance Team. We may also initiate the Legal Fastrack to Attendance process if absences are unauthorised or issue Fixed Penalty Notices. We can look at many options, including seeking advice and support from External Agencies. If medical reasons are cited, we will follow the Medical Absences Flow Chart
Below 85%	Over 30 days missed (more than 1 whole half term) Over 150 lessons missed.	Stage 5 -Serious Concern Alongside the interventions above, we will consider if a referral to Children's Services would be appropriate.

Every Minute Counts



Strive to be on time
everyday



MINUTES LATE	IMPACT ON YOUR ATTENDANCE IN A YEAR
5 MINUTES A DAY =	3.4 DAYS 98.4% ATTENDANCE
10 MINUTES A DAY =	6.9 DAYS 97.6% ATTENDANCE
15 MINUTES A DAY =	10.3 DAYS 94.6% ATTENDANCE
20 MINUTES A DAY =	13.8 DAYS 92.9% ATTENDANCE
30 MINUTES A DAY =	20.7 DAYS 89.2% ATTENDANCE

Flow chart for when health reasons are cited for poor school attendance.

At all stages consider impact on child, wider context and case history and follow safeguarding processes if applicable. At any stage if attendance improves monitoring and appropriate support should continue.

