Attendance Steps 2019-20

Day 5 of Absence

Attendance letter sent to arrange attendance meeting in accordance with Local Authority procedures.

Day 4 of Absence

These steps will ensure all young people are Safe

Safeguarding

On 4th day of absence further action will be needed. The Head of Year will call you and arrange meeting if required.

Day 3 of Absence

On the third day of absence: The Attendance officer will contact you. A 3 day absence letter will be sent to you in the post. The form tutor or Head of Year will contact you to discuss the reasons for the continued absence and arrange a home visit if needed

Any students with persistent absence will be coded as unauthorised unless medical evidence is brought in.

Day 2 of Absence

On the second day of absence if no contact received the Academy will contact you again by text to phone in to school. Please call the school to give reasons for the absence

Day 1 of Absence

If no contact made by a parent the Academy will contact you by text to phone in to school. Please call the school to explain the reasons for the absence

Day 1 of Absence

Vulnerable & Looked After Children
Attendance Officer will call carers to
check student is safe and follow up
reasons for absence



Student Absent

Parent to call 01305 817059 and explain absence