



Attendance & Punctuality



Trust Attendance and Punctuality process guidance

- Registers to close 30 minutes after opening each morning and immediately after registration each afternoon.
- Any children who are late to school after the register has closed will be marked as unauthorised (U) unless the reason given is justifiable (a flat tyre for example) then the code C must be used.
- The Trust attendance target is **96%**
- Attendance must be monitored at a minimum of fortnightly. Some schools may wish to monitor more frequently.
- If a child is absent but no reason is given, a letter will be sent asking for the reason for absence (Appendix 1)
- Attendance below 95% will trigger an initial attendance concern letter to be sent home (Appendix 2 or 3) and attendance will be monitored.
- Attendance below 90% will trigger a letter to invite parents to a meeting at school (Appendix 4) and attendance targets will be set.
- If no contact is made on the first day of absence, a text message will be sent followed by a phone call. Vulnerable children may receive a home visit on the first day of absence if parents do not respond. On the second day of absence, a text will be sent followed by a phone call. If contact cannot be made, a home visit will take place.