



# Attendance Procedures Annette Street PS

If a parent wishes to request extended leave with parental permission for their child, in the first incidence parents must contact the school office to make an appointment with a member of the senior leadership team.

A maximum time is agreed and parents are informed of the following:

- Maximum 4 weeks extended leave with parental permission (EXL)
- Should the child not return to school after this period there will be further 4 weeks recorded absence (ABS)
- Should the child not return to school and parents fail to contact the school MC5 Missing in Education procedures will be invoked (MIS)

Custom report produced on 1<sup>st</sup> day of each month.

Analysis of below 80% August – Dec

Analysis if below 90% Jan - June

Group call contact with Parent in first instance of attendance concern

Letter to Parent

Letter 1 – attendance below %

Letter 2 – attendance Improvement

Letter 3 – attendance deterioration (see steps below)

If no improvement in attendance upon next review date, meeting arranged with parent and child to discuss support:

Pastoral Support/Nurture/Named person

Attendance plan

Timetable adjustments

Improvements in attendance acknowledged in letter to parents.

If no engagement by parents or no improvement in attendance, referral made to HSSW

Warning Period

Letter and further meeting arranged

Proceed to Prosecution

Legal Services