



Attendance Policy

Policy Version: September 2022
(Appendix to GAET Attendance Policy)

Copley Academy Team Responsible for Leading the Attendance Strategy

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Statement of intent:

Copley Academy Attendance Team is passionate about making a difference to the lives of our young people. At Copley Academy we believe we can unlock every child's potential through creating a curriculum that develops confidence, self-worth, aspiration and achievement, so that every young

person departs with not just a set of qualifications that they are proud of but attributes that will allow them to be lifelong learners and pro-active and responsible members of society. Whatever issues our students, their families, the academy, our team or the community face, we always support, react and pull together. We are committed to making a difference; we are not passive players in young people's lives but active participants who can and do make a real difference. Copley Academy must continue to improve attendance for its students to achieve their potential.

Our GREAT values can be seen below -

- Genuine – Mutually trusting, open, honest and reflective.
- Respect – Respectful to all, demonstrating politeness and good manners.
- Excellence – Excellence at what we do. Making a real difference, working hard to learn well and master knowledge and skills.
- Achievement – Being focused, and understanding that academic excellence is the goal and having high aspirations for ourselves.
- Together – Working together as part of the academy and the wider community.

Objectives

The objectives of this policy are to

- Promote and reward good and improved attendance in our academy;
- Reduce non-essential absence;
- Reduce the number of persistent absentees and the number of students at risk of becoming persistent absentees;
- Ensure every student has access to full-time education to which they are entitled;
- Act early to address patterns of absence;
- Promote punctuality to the academy and lessons;
- Support parents with promoting good attendance;
- Summarise the roles and responsibilities of those involved in managing attendance

The link between attainment, progress and regular Academy attendance is irrefutable; students who miss 8.5 days a year will most probably drop a grade in their exams, which in turn will affect the life chances and increase their risk of becoming NEET. A Student with 90% attendance or below misses the equivalent of one year's worth of teaching (Manchester, 2013)

Attendance Matters



Sol Attendance
Sustainable impact

100%

0 DAYS

0 LESSONS MISSED

99%

1 DAY

5 LESSONS MISSED

98%

3 DAYS

15 LESSONS MISSED

97%

1 WEEK

25 LESSONS MISSED

96%

1.5 WEEK

37.5 LESSONS MISSED

94%

2 WEEKS

50 LESSONS MISSED

93%

2.5 WEEKS

62.5 LESSONS MISSED

92%

3 WEEKS

75 LESSONS MISSED

90%

3.5 WEEKS

82.5 LESSONS MISSED

**Maximise your potential.
Attend School every day.**

Term Dates

All parents are notified in advance by letter of term dates, which are also published on the Academy's website. Parents should not book holidays in term time as holidays will not be authorised by the academy.

2022 - 2023 School Calendar																																								
	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T			
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
January							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28										
March			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
April						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
June				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
July						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									

Timings of the Academy Day

Academy Day	Timings	
Form Time	8.40 - 9.05	
Period 1	9.05 - 10.05	
Period 2	10.05 - 11.20	
Break	10:05 - 10:20 - Year 7, 9 & 11	11:05 - 11:20 - Year 8 & 10
Period 3	11.20 - 12.20	
Period 4	12.20 - 13.20 - Year 8 & 10	12.50 - 13.50 - Year 7, 9 & 11
Lunch	12:20 - 12:50 - Year 7, 9 & 11	13:20 - 13:50 - Year 8 & 10
Period 5	13.50 - 14.50	

Students need to be in form rooms by 8.40am. If they are not in form by this time, they will receive a late mark and a 30-minute detention will be given, this will also be recorded on SIMs. If a student signs in after 9.10am on any day they will receive an unauthorised absence mark (**U code**) as well as a detention.

Lessons start at 9.05am with each lesson lasting an hour. The Academy day finishes at 2.50pm, unless a student has enrichment, Period 6 session or a detention that results in the Academy day ending later.

An afternoon registration mark is allocated at the start of Period 4 (Year 8 & 10 - 12.20pm) (Year 7, 9 & 11 - 12.50pm). Therefore, it is crucial that students are on time for period 4, otherwise it will signal a child is absent affecting not only their attendance data but whole Academy data.

The SLT member with responsibility for attendance to ensure that all parents/carers are aware of expectations and responsibilities at the start of the year by an information letter.

Registration Procedures

1. Attendance is recorded electronically on SIMs at the start of each day and at the start of every period. Registration provides an AM mark (8.40am-9.10am) and Period 4 provides the PM mark (Year 8 & 10 - 12.20pm) (Year 7, 9 & 11 - 12.50pm).
2. Therefore, all students should develop good habits of attending lessons on time
3. Registers will be taken within the first five minutes.
4. Staff will make both verbal and visual contact with a student before completing the register.
5. The only codes teachers will use are a /, L or N.
6. Students will reply politely – here, present or yes miss/sir
7. Staff will communicate to the attendance team if a Student is missing from their lesson if they have been marked present earlier in the day.

Late Procedures

1. If students arrive between 8.40-9.10am they sign in at the late desk in the student entrance. They record their name, time and reason for being late on the proforma provided, which is used to update SIMs by the Attendance Office.
2. A detention will be given for any student being late. Detentions are communicated by a text message via the SchoolComms app. Students are expected to attend detentions in line with DFE guidance regardless of parents receiving notice.
3. If a student fails to attend their late detention, they will be issued with 1-hour 30minute SLT Detention.
4. Students arriving after 9.10am will need to sign in at the Attendance Office, after entering through the Main Reception so that their signing in can be monitored.
5. If a student arrives after 9.10am it is classified as an unauthorised absence. Unauthorised absences are used as a trigger for legal proceedings.

First day Absence Procedures

1. The Academy will contact home for any Student that has an N mark post the closing of the AM register at 9.10am.
2. If a parent/carer does not answer a text-message via the SchoolComms app will be sent
3. If parents do not contact the academy or respond to a call or text the Attendance Officer/Attendance Welfare Officer will organise home visits or we may inform the police or Local Authority of a welfare concern.

Unexplained/Unexpected Absences

If we have not had contact from parents/carers to inform us of a student's absence by 8.30am on the first day of absence the following steps will be taken:

Day 1: Our Attendance Team will contact parents/carers by text message to follow up this absence. This will take place between 9.10am and 10.10am. Parents/carers should respond with a Phone call to confirm absence immediately if they haven't sent their child to the academy that morning.

Day 2: If a student is still absent, our Attendance Team will contact parents/carers by phone to follow up this absence. This will take place between 9.10am and 10.10am.

Day 3: If a student's absence has continued, our Attendance Team will contact parents / carers by phone to follow up this absence. This will take place between 9.10am and 10.10am. Our Education Welfare Officer will then arrange/conduct a home visit to ascertain the nature of the absence. **If**

there are concerns about a student's welfare at this stage, or any of the stages above, the police will be contacted and a request for a welfare check will be made. At any point during an absence the academy Education Welfare Officer may visit in order to satisfy safeguarding regulation and offer support where necessary.

Interventions for students with attendance concerns-

1. Return to Academy conversations with the Form Tutor, LPSO, Attendance Team or SLT.
2. Recording attendance in planner after a student absence.
3. Learning Pastoral Support Officer concern letter.
4. Learning Pastoral Support Officer meeting with the voice of the child.
5. Individual Health Care Plan with relevant professionals.
6. Attendance Welfare Officer meeting with attendance improvement plan.
7. Attendance Welfare Officer home visits.
8. Support of SLT
9. Use of Legal Sanctions

Fixed Penalty Notice for Holidays in Term Time **Section 444 (1) or 1 (A) of the Education Act 1996 states that if a parent fails to ensure the regular academy attendance of their child if they are a registered pupil at a academy and are of compulsory academy age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and / or be imprisoned for a period of up to three months. Alternatives to Section 444 (1) or 1 (A) prosecutions are Penalty Notices or an Education Supervision Order.*

Parenting Contracts - *A Parenting contract is a voluntary agreement between academy and the parent. It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.*

Penalty Notices (Anti-Social Behaviour Act 2003) - *Penalty Notices will be considered when:*

- *A pupil is absent from academy due to unauthorised leave during term.*
- *A pupil has accumulated at least 10 sessions of unauthorised absence and further unauthorised absence, taking the pupil up to more than 20 sessions of absence, has occurred following a written warning to improve.*

A Penalty Notice Warning issued for unauthorised absence allows the parent the opportunity to improve their child's attendance. If attendance improves with no unauthorised absences during the specified period, no further action will be taken at that point. However, if attendance fails to improve within that period a Penalty Notice will be issued. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows Local Authorities to act faster on prosecution

10. Alternative provision
11. Personalised Academy Provision

Using Attendance Data

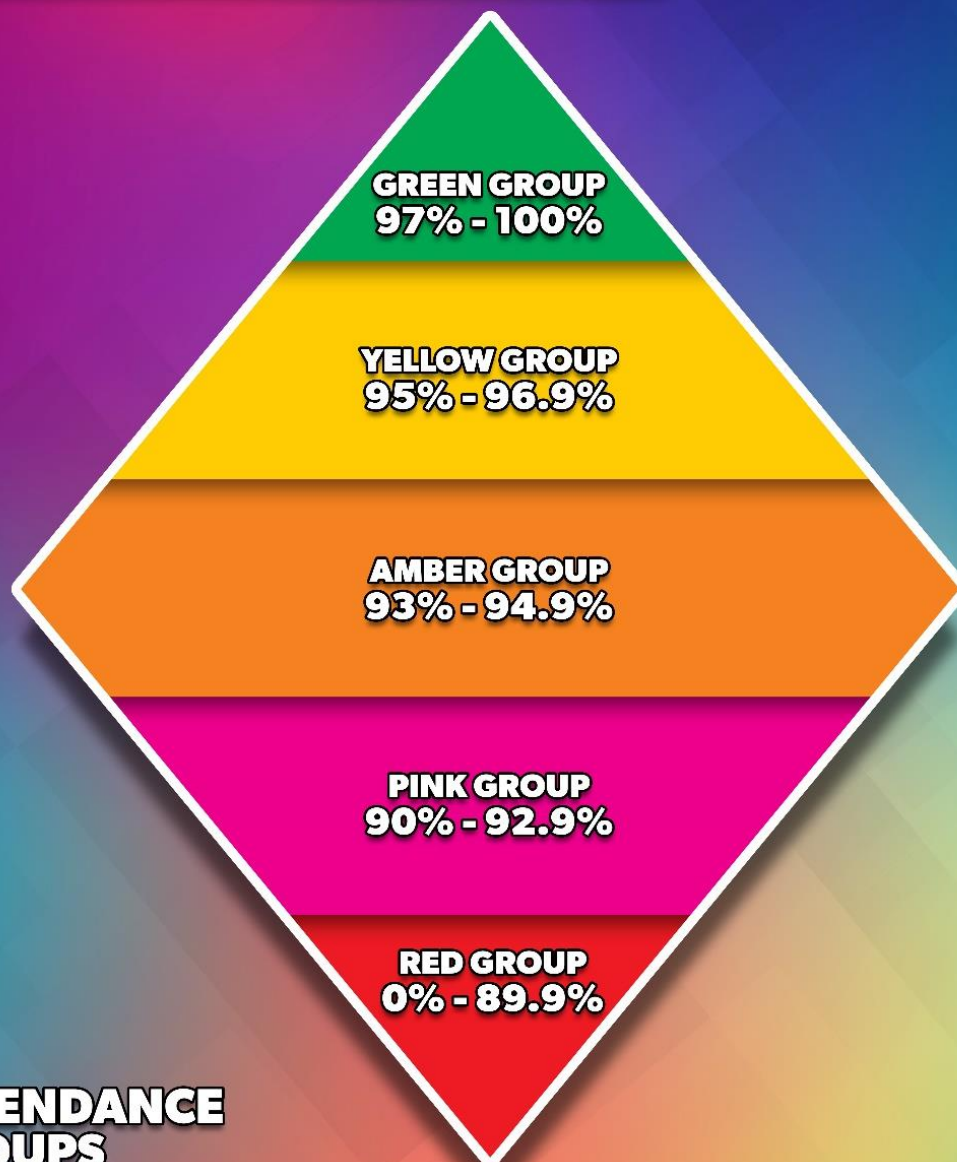
Students' attendance will be monitored and may be shared with the Local Authority and other agencies if a students' attendance is a cause for concern. The Attendance Administrator will provide teachers with regular attendance for each student within their form group.

The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated in the image:

Sol Attendance Diamond



Great Academies
Education Trust



ATTENDANCE GROUPS

GREEN	BEST CHANCE OF ACADEMIC SUCCESS
YELLOW	RISK OF UNDERACHIEVEMENT
AMBER	SERIOUS RISK OF UNDERACHIEVEMENT
PINK	SEVERE RISK OF UNDERACHIEVEMENT
RED	EXTREME RISK - PERSISTENT ABSENTEE



Sol Attendance
Sustainable impact

Students

- Attend the Academy every day.
- Attend punctually at all times for the Academy and each lesson.
- When an absence is unavoidable, return to the Academy as soon as possible.
- Catch up on missed work after absences.
- Have sensible routines at home, for example, bed time, homework.
- Informing their Form Tutor, LPSO, the Attendance team of any issues which may affect their attendance or punctuality.

Parent/Carers

Perform their legal duty by ensuring their children of compulsory academy age who are registered at academy attend regularly.

- Inform the academy as soon as possible of any unavoidable absence. (see below)
- Encourage and support their child(ren) to attend academy every day and on time.
- Encourage routine at home, for example, bed time, homework.
- Work with the academy to improve their children's attendance where this is a cause for concern.
- Ask academy for help if they or their child(ren) are experiencing difficulties.
- Arrange non-urgent medical appointments out of academy time. (see below)
- Do not take holidays in term time. (see below)
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the school in good time.

Illness: (Please note, Minor ailments such as but not exclusive e.g. colds, headaches, tummy aches are no longer being authorised).

We understand that there are times when a student has to miss academy due to illness. Please keep these occasions as brief and as infrequent as possible. In these circumstances, we would request that:

1.) Parents/carers contact academy by phone on 0161 338 6684 Alternatively, academy email address for absence is: attendance@copleyacademy.org.uk and inform us of the circumstances of the illness. Please do this by 8.30 am on each day of absence. Please state your child's full name, date of absence, tutor group and reason for absence. If no contact has been made to confirm absence, then the academy will follow the 'Unexplained / Unexpected Absences' procedures that are highlighted within this document.

2.) Provide supporting medical evidence: We will only authorise 5 days (10 sessions) of illness before all absences will be unauthorised unless medical evidence is provided. e.g. doctor's appointment card; medical appointment letter; copy of prescription etc. Academy are not requesting a letter from your doctor

Medical Appointments: Medical / dental appointments should be made out of academy hours to prevent disruption to learning. Where this is not possible please provide a letter / note along with appropriate documentation e.g. appointment letter or card. This should be handed to either a student's form tutor or the main office. We will require this in order to authorise a student's absence. If a medical / dental appointment is arranged for during the academy day, your child will

need to be signed out at reception by a responsible adult; they will not be allowed to sign themselves out. This person should be a parent / carer or one of the additional contacts, which you have provided to us.

Holidays: Holidays must not be taken during term time. The Principal will not grant leave of absence for holidays during term time unless there are exceptional circumstances. Parents needing leave of absence for exceptional circumstances should apply to the Principal. The exceptional reason should be outlined in detail and evidenced.

Other Requests for Absences: Requests for absence for engagements resulting from personal sporting or other commitments / interests should be submitted in writing to the Principal and will be considered on a case by case basis. The Principal will consider the following factors when making their decision:

- The nature of the activity and how it contributes to the student's personal development.
- The student's attendance record.
- The student's current academic progress.
- The potential impact that the absence may have on academic progress.
- The potential impact that the absence could have on student wellbeing/welfare

Academy Staff

All Academy staff have a crucial and proactive role to play in supporting student attendance issues before they progress to PA (Persistent Absenteeism). This can be accomplished via a range of different strategies that can be employed by key individuals at specific stages of the academy structure. Staff roles regarding attendance form part of their wider responsibilities regarding safeguarding and keeping all Copley Academy students safe.

All school staff are responsible for:

- Actively promoting the importance and value of good attendance to students and their parents/carers, encouraging students to attend regularly and on time.
- Completing attendance registers in accordance with legal requirements.
- Encouraging students to attend regularly and on time.
- Welcoming students back after an absence.
- Helping students catch up following periods of absence.
- Providing suitable work for absent students on request, where the absence is authorised.

Nominated staff members

Nominated school staff are responsible for:

- Arranging staff training.
- Arranging programmes to promote and improve attendance.
- Developing and implement rewards strategies to recognise good and significantly improved attendance.
- Analysing absence data to identify trends, vulnerable pupil groups and individuals and plan subsequent action.
- Meeting with parents of pupils for whom there are absence concerns.
- Making home visits.
- Planning appropriate interventions.
- Working with Local Authority Children's Services and other external agencies.

- Using the Trust standard documents to support a move to legal sanctions should that be necessary.
- Returning Academy attendance data to the trust central team and the Department for Education as required and on time.

Form Tutors

The form Tutor is to have daily interaction with their students monitoring, recording, challenging attendance concerns whilst noticing and reporting the early warning signs of poor attendance.

Examples of this are:

- Frequent lateness
- Leaving Academy without permission
- Missing odd days
- Patterned absence
- Changes in behaviour, appearance or friendship group
- Medical or family concerns
- Deprivation

Form Tutors will

- Display weekly attendance from SIMs every week
- Display attendance figures and student's location on the RAG boards using the weekly shared trackers
- Issue reward stamps and check students have recorded attendance and reasons for absence communicating any attendance concerns in student planners
- Save registers and use correct attendance codes- N, L or /
- Facilitate return to Academy discussions with students after an absence

Teachers/Classroom based staff

The Teacher/Classroom based staff is to provide engaging and stimulating lessons in line with the Academy T&L Policy and to spot the early warning signs of poor attendance. Examples of this are:

- Falling behind with work
- Issues with homework
- Changes in behaviour, appearance or friendship group

Subject Teachers/Classroom Staff will

- Have conversations with students/parents about attendance.
- Providing missed work to bridge the gap
- Feedback any attendance concerns to the attendance team
- Use rewards/sanctions system
- Complete registers on time using the correct the attendance codes

Learning Pastoral Support Officers

The LPSO will address factors that impact upon attendance to increase figures to 96% whilst improving parental awareness and engagement. LPSO's will also spot warning signs of poor attendance. Examples of this are:

- Frequent lateness.
- Leaving Academy without permission

- Missing odd days
- Patterned absence
- Changes in behaviour, appearance or friendship group
- Medical or family concerns
- Deprivation
- Change in levels of effort and achievement
- Reasons for absence

The LPSO will

- Check form tutors display weekly attendance data
- Communicate in planner of targeted students
- Check registers and use correct attendance codes
- 1:1 conversation with targeted students between 95-90%
- Welfare checks for absent students
- Letters to parents highlighting concerns and their responsibility
- Parental meetings to reinforce their responsibilities and expectations
- Address any unresolved pastoral issues
- Liaise with the attendance team
- Make/Support referrals to relevant external agencies (EHA for example)
- Support IHCPs

Attendance Administration Officer

The Attendance Administration Officer will support with administrative tasks to ensure effective communication and recording of attendance related issues.

The Attendance Administration Officer will

- Receive absence calls and check absence messages.
- Support attendance calls
- Record and monitor issues with registers and alert Attendance Welfare Officer and SLT of persistent issues
- Uploading and mail merging letters via SIMs
- Support communication of Fixed Penalty Notices and holiday letters
- To record on SIMs any relevant communication or intervention

Attendance Welfare Officer

The Attendance Welfare Officer will implement policies and procedures for vulnerable students and students below 90% attendance. Also working with the Attendance Officer to start penalty notices and legal proceedings in line with Local Authority procedures. The Attendance Welfare Officer will also be spotting early signs of poor attendance. Examples of this are:

- Frequent lateness
- Leaving Academy without permission
- Missing odd days
- Patterned absence
- Medical or family concerns
- Deprivation
- Reasons for absence

Senior Leadership Team

SLT will oversee policy and procedures are implemented and followed by all relevant staff plus spotting early signs of poor attendance. Examples of this are:

- Frequent lateness
- Leaving Academy without permission
- Missing odd days
- Changes in behaviour, appearance or friendship group
- Medical or family concerns
- Deprivation
- Change in levels of effort and achievement

SLT will

- Draft attendance procedures and SIP with attendance focus
- SLT link to attendance support and manage the Attendance team
- Attend relevant meetings
- Support the monitoring of registers and attendance to other centres of provisions (including managed moves)
- Liaise with AWO and meet with parents where progress has not been made
- Explore alternative provision and managed moves
- Work with other professionals

Principal & Senior Lead for Attendance

The Principal and Senior Lead for Attendance will ensure that all procedures in relation to Academy attendance are reviewed regularly and are in line with current guidance and legislation. To ensure that such procedures are followed by relevant staff members and to address promptly any failure to do so. Keep up-to-date with Ofsted criteria and judgements associated with Academy attendance and to ensure information is disseminated to appropriate staff. To embed a whole Academy commitment to raising attendance.

The Principal and Senior Lead for Attendance will

- Actively promoting the importance and value of good attendance to pupils and their parents/carers, encouraging pupils to attend regularly and on time;
- Ensuring that staff are aware of the Attendance Policy and that it is implemented effectively.
- Reporting pupil absence information at each Local Governing Committee;
- Reporting to governors on staff training relating to pupil absence;
- Ensuring the accurate completion of admission and attendance registers in accordance with legal requirements.
- Ensuring that there are robust systems to report, record and monitor the attendance of all pupils. Attendance data will be collected and analysed frequently to identify trends, vulnerable pupil groups and individuals and plan subsequent action.
- Ensuring appropriate follow-up occurs for absent pupils in order that they are safeguarded and return to school as quickly as possible.
- Manage and authorise all requests for the Local Authority to consider a prosecution in relation to poor Academy attendance
- Manage and authorise all requests for the local Authority to issue Penalty notices in relation to unauthorised holidays and penalty notice warning requests
- Sign and date the Academy registration certificate in order to confirm that it is a true and accurate record of the pupil's attendance

- Agree and sign off all part-time timetables prior to them being implemented and to ensure that these are reviewed on a regular basis.
- Holds ultimate responsibility for the Academy register

Escalation of Attendance

Day to day monitoring	Who
<ul style="list-style-type: none"> • Praise and reward half termly through attendance and assembly boards • Daily monitoring to ensure attendance remains strong. • First day telephone response logged for absence for all students. • Daily phone calls home coordinated by the Attendance Officer and made by LPSO (<i>logged for ongoing and unknown absence</i>). • Letter (unexplained absence letter) to follow up unexplained absence upon return to academy. • Letter to be sent for requesting medical evidence (medical evidence letter) on third day of any absence. • 3rd Day absence triggers a home visit from the Attendance Welfare Officer. • LPSO meets students who are absent for 3 days or more for 'return to academy' interview. • Letter (explained absence but at-risk letter) to follow up drop in attendance from student's average, even if above academy target. 	Attendance Officer leads the process and refers information to the LPSO's
Escalation 1	Who
<ul style="list-style-type: none"> • LPSO calls parent if attendance falls below 95%, to express concern and inform parent that they will receive letter 1 shortly: Letter 1 sent: amber 1st parental meeting' and to confirm that parent can attend. • Parents meet with LPSO Targets are set and filed for improved attendance. • Additional daily phone calls and pre-escalation style letters will continue to be sent during each monitoring period. • There will then be a two-week period of monitoring, before escalation 2. • If attendance becomes a more pronounced problem during this period, escalation 2 may be brought forward significantly. 	<p>Attendance Welfare Officer leads the process and refers to LPSO's to carry out Escalation 1</p> <p>Attendance Officer/SEND/DSL involvement where reason for absence is complex</p>
Escalation 2	Who
<ul style="list-style-type: none"> • If attendance during the monitoring period of escalation 1 does not improve, the Attendance officer calls parent to let them know they will shortly be receiving letter 2: 'red letter – parental meeting 2.' Attendance officer to confirm parental meeting date and time. • 2nd parental meeting held with attendance welfare officer. Agreed improvements to attendance agreed and filed. (In this meeting, they will be forewarned verbally that court action may be utilised if attendance does not improve. Fixed penalty notices will also be explicitly referenced in this dialogue.) • Attendance will then be monitored for a period of two weeks. This period will include home visits by the attendance officer. • If the meeting is not attended by the parents, the home visit will be made a priority. • If the attendance of the student continues to be of grave concern, the period of monitoring before escalation 3 may be reduced significantly 	<p>Attendance Welfare Officer</p> <p>SEND/LPSO/DSL involvement where reason for absence is complex</p>
Escalation 3	Who

<ul style="list-style-type: none"> Attendance Welfare Officer calls parent to let them know they will shortly be receiving letter 3: '3rd meeting invitation.' Attendance officer will confirm meeting date and time. In this meeting, they will be forewarned verbally and, in the letter, that court action will be utilised if attendance does not improve. Fixed penalty notices may also be applied at this stage. Attendance targets will be set and filed. Attendance will then be monitored for a period of two weeks. This period will include a home visit by the attendance officer. If the meeting is not attended by the parents, the home visit will be made a priority, in order to have the meeting and hand deliver a copy of the letter, within 24 hours of the meeting date. If the attendance of the student continues to be of grave concern, the period of monitoring before escalation 4 may be reduced significantly. 	Attendance Welfare Officer
Escalation 4 – The internal panel	Who
<ul style="list-style-type: none"> Attendance Welfare Officer/Attendance Administrator calls parent to let them know they will shortly be receiving letter 4: panel meeting invitation.' In this panel meeting, they will be forewarned verbally and, in the letter, that court action will be recommended within 10 working days if attendance does not improve. Fixed penalty notices will be issued at this point. Targets will be set and filed. Attendance will then be monitored for a period of two weeks. This period will include a home visit by the attendance officer. If the meeting is not attended by the parents, the home visit will be made a priority, in order to have the meeting and hand deliver a copy of the letter. The letter will be hand delivered within 24 hours. If the attendance of the student continues to be of grave concern, the period of monitoring before escalation 5 may be reduced significantly. There will then be a two-week period of monitoring until court action commences. 	Attendance Administrator Attendance Welfare Officer Vice Principal
What - Escalation 5	Who
<ul style="list-style-type: none"> Court action and panel will be requested through the local authority. 	Attendance Welfare Officer