



Attendance Procedures



Child is absent

**Appropriate reason
provided by parent/carer**

**No contact from
parent/carer**

**Attendance is more
than 94%:**
Absence is authorised
and coded accordingly

**Attendance is less than
94% or PA in previous
year:**
Medical evidence is
required to authorise.

'First Response' call made

**Appropriate reason
provided by parent/carer**

No contact made:

Welfare checks to be made. This could include: further phone calls; a home visit or police welfare check. Absences cannot be authorised if no contact is made.

20-day Warnings:

**5 unauthorised absences (10 sessions) and/or 10
lates (after 9:30am) in a rolling 10-week block.**

Fixed Penalty Notices:

**Can be issued for holidays and failed 20-day
warnings (including lates).**

Medical Evidence

If a child is unwell, we expect medical advice to be sought on the third day of absence. On the fourth day, medical evidence is required.

School will investigate irregular patterns of attendance, even if illness is reported (i.e. absence on Mondays/Fridays, same day absence regularly, birthdays, weather conditions, etc.)