

## Strategies for improving school attendance

When attendance falls below 96% the Administrator will contact the parents/carers by phone and email. Fortnightly monitoring in place.



If attendance falls between 91% and 93% then a further letter requesting medical evidence for all absences is sent. Safeguarding Officer to be involved with supporting parents.



If attendance falls again and is less than 91%, the Head Teacher will inform the parent that a referral to the Education Welfare Officer will be made. School EWO may telephone or visit the parent.



If attendance does not improve a series of actions may occur:

- EWO send a Penalty Warning Letter
  - EWO sends a Penatly Fine
- EWO invites Parent to an Interview Under Caution