Devon Moors Federation – Encouraging Good Attendance

Ongoing Intervention Under 95% **Teachers and Admin** No requests to be authorised Send absence request refusal Daily AM & PM register taken letter If absence still occurs consider Weekly attendance data **Penalty Notice** provided by admin Under 95% First day calling by admin staff Send L1/M1 95% Teacher meets and discusses with parents/carers 20 Sessions - Illness Consider sending Medical **Teachers and Admin** 95% Evidence Letter M2 Keep accurate AM and PM register Lateness Follow up absence promptly If persistent lateness, Head of School to send Late Letter Inform Head of School of any Discuss lateness with parents/ attendance concerns carers If no improvement escalate to **EWO** Under 92% **Head of School** Send L2 Head of School meets and • To co-ordinate and monitor discusses with parents/carers all of the above Agrees action plan with • Ensure escalation process is parents/carers consistently followed with <95% discretion where appropriate • Responsible for Pupil & Under 90% School Attendance Data and Send L3/3a meeting Local and National Head of School meets and **Attendance Targets** discusses with parents/carers To co-ordinate/monitor <90% Plan immediate improvement attendance of vulnerable **Discuss with EWO** groups (SEN / CiC/ PP/ FSM / EAL / Forces) If No Improvement School and EWO consider Fast Track or alternative action