ABSENCE PROCEDURE

3 occasions of absences – Tutor Concern Attendance Letter sent to parent/carer – explaining no furthe absences to be authorised unless medical evidence is produced

100% attendance in the following 4 weeks – attendance Reward Letter to be sent to parents

Further absences during the 4 week review period – further Learning Leader Attendance Letter to be sent (as soon as the absences occur)

100% attendance in the following 4 weeks – Attendance Reward Letter to be sent to parents.

Further absence accrued during the 4 weeks review period – 10 in 10 procedure to start

100% attendance in the following 3 weeks, Letter of Review sent to parents and continue to monitor until 10 weeks are done

Further absences accrued during the 10-week review period – refer to Education Welfare Officer.

Severe absences that reach below 50% attendance over a two-term period to be referred to SPOA for Level 2 Key Work – refer to Safeguarding and Attendance Manager in the first instance.



