



Intervention for persistent low attendance

1 At the end of each half term, the parents of children whose **attendance has dropped below 96%** will be sent a letter by the Family Liaison Officer and a copy will be shared with the Deputy Headteacher (DHT), who is also the school's Designated Safeguarding Lead (DSL), and Attendance and Admissions Officer (AAO).

2 Mentoring and advice on attendance/punctuality issues will be provided to all families. Letter includes reference to a possible Education Penalty Notice (EPN), should persistent unauthorised absences continue.

If **attendance falls below 90%** a meeting should be arranged with the year team leader (YTL).

3 Where **persistent attendance continues to drop and/or remains below 90%**, after an initial meeting with a YTL, an additional follow up meeting should be set up on this occasion with the Assistant Headteacher/Deputy Headteacher. Parents will also be informed at this meeting that the school will also require **documentary medical evidence** to support any future absences due to illness. A letter will be given which outlines the above. The AAO and DHT/DSL will be informed of this meeting and the subsequent letter sent to parents.

**Targeted intervention for individual concerns.
DHT/Headteacher (HT) to arrange meeting.**

4 If **attendance continues to fall**, the DHT/DSL contacts School Attendance Liaison and Elective Home Education Officer in Harrow's Education Welfare Service for involvement and advice.

DSL and AAO to be informed.

Class teachers and AHTs should raise attendance concerns with parents at parent teacher consultation meetings - a list should be sent by the Admissions & Attendance Administrator to class teachers prior to parents' evenings.

DSL to inform SLT and AAO of the advice given.