



Dallimore Primary and Nursery School

How we monitor attendance and what happens

Average attendance is 96%

We monitor attendance of all children every month.

If attendance has fallen below **93%** then this triggers an action

STAGE 1

If attendance is below **93%** but above **90%** then we write to parents to make them aware of this.

At this stage there is no further action but **we offer support to parents to help improve attendance.**

STAGE 2

If attendance is between **90%** and **88%** then we write to parents to let them know we are monitoring this.

We offer support to parents to help improve attendance.

STAGE 3

If attendance is below **88%** then we write to parents and invite them in to have a meeting with the Headteacher and School Business Manager

We offer support to parents to help improve attendance and set targets for the next monitoring period.

The outcome is often that no further absences will be authorised unless medical evidence is provided. We will always take personal circumstances into consideration when setting these targets.

We will closely monitor attendance and set a review date.

If attendance improves then we will continue to monitor this until this is above 90%

STAGE 4

If attendance does not improve, or continues to fall, then we will request a further meeting with parents and, if necessary, inform the Education Welfare Service that the legal process should be started.

We continue to offer support to parents to help improve attendance and set targets for the next monitoring period.

This involves setting short term targets with the possibility of a fine at the end of this period if attendance does not improve. This will be reviewed and further targets set until attendance is at an acceptable level.