

Stoke Park Infant School

Persistent Non-Attendance Guide



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Child's attendance drops below 92%

Attendance letter 1 is sent home to advise parents that attendance has dropped. Support is offered from school or relevant agencies, if appropriate, inviting parents in if they wish to discuss it further

Parents are advised that the school may request medical proof if absence rates continue to rise

School monitors attendance over a further 4-week period

If after 4 weeks child's attendance has shown no signs of improvement

Attendance letter 2 is sent home to advise parents that attendance has not improved and inviting parents to meet with the school attendance officer to discuss reasons for ongoing absence and to agree how we can work together to improve it

Parents are advised that the school will require medical proof to authorise further absence – 10 sessions (5 days) of unauthorised absence over a 50-day period could result in a Penalty Notice

School monitors attendance over a further 3-week period

If after a further 3 weeks child's attendance has shown no further signs of improvement

Attendance letter 3 is sent home to advise parents that there has still been no improvement and the school will now make a referral to children's services and may make the decision to refer to the Hampshire Legal Intervention Team. Parents are invited to meet with a member of SLT

If there are wider concerns around the child, parents may be asked if they would like to come in to complete an Early Help Referral

If after a further 2 weeks the child's attendance is still below 90%

Referral is sent to the Legal Intervention Team to decide next steps

Where there are ongoing serious health problems for a child that affect attendance, school will work with the linked health professionals to manage attendance and to support the child and family.

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