

# Aspire Monitoring Attendance 95% and less



Arbor to generate list each week on Friday below 95%

Class teacher to meet with parents of new pupils on the list and record on attendance meeting sheet with signature

2 Weeks

No improvement - letter 1 - appt offered with - Class teacher/ Attendance officer

Improvement in attendance at any point. Praise letter/ postcard

2 Weeks

No improvement - letter 2 - appt offered with Head of School/EWO Absences to be unauthorised - inform in writing

All meetings/calls/emails are noted and recorded in Arbor

10 UA recorded in 100 sessions

No improvement - 10 UA - EWO send first warning and meeting invite. Monitor

Immediately Issue Final Warning

Further 10 UA from date of 1st Warning (and within another 100 sessions)

Issue Final Warning After 10 further sessions

10 further UA in 100 sessions from EPM date

EWO - Education Planning Meeting held

Immediate request of penalty notice

If parent does not pay

1. Write court papers
2. Tell parent in writing
3. Submit Court papers

Allow 3-4 weeks before chasing with EWS once ac