

Corpus Christi Attendance Cycle

(Start) 1 Period of absence:
Absence alert sticker in learning journal

2 Periods of absence:
Absence alert sticker in learning journal
Half-term monitoring period initiated
Letter 1 sent home to parents/carers

If there are no further absences during the half-term monitoring period, students are removed from process and a letter of recognition for improved attendance is issued

3 Periods of absence:
Absence alert sticker in learning journal
Parents/carers invited into school for an **Attendance Clinic** appointment
An invitation letter is sent out
A polite text reminder is sent the day before the meeting
A telephone call made on the day to ensure parent/carer will be attending

Attendance Clinic Meeting to be held in school
Minutes of the meeting recorded
Appropriate support and challenge offered
Actions agreed with parent/carer and student
A Penalty Notice Warning letter 3 with a copy of the minutes issued at the meeting or hand delivered at the earliest opportunity
If parents/carers fail to attend - this should be documented on the minutes

20 Day Absence:
Absence alert sticker in learning journal
Student now considered to be a Persistent Absentee (PA)
Referral to either the Attendance Manager at TNCP, or directly to the Team Manager at LCC School Attendance Service

15 Day Absence:
Absence alert sticker in learning journal
At serious risk of becoming a Persistent Absentee (PA)
Meeting with Headteacher/SLT to discuss future

10 Day Absence:
Absence alert sticker in learning journal
Letter home informing parents/carers there will be a meeting with Headteacher/SLT if no improvement