



Birley Spa Primary Academy
A L.E.A.D. Academy

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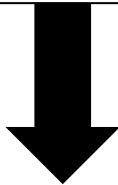
www.birleyspaacademy.co.uk

Executive Headteacher: Melany Pemberton

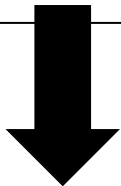
Head of School: Mrs Cathy Gibson

Attendance Concern Procedure

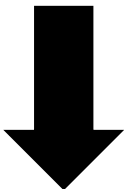
At 94% - Amber letter issued and a telephone meeting with Attendance Team member.



At 92% - Red letter for Initial Concern Meeting – Teaching Assistant to carry out wishes and feelings work with child and parent to meet with Attendance Team member.



At 90% - School Attendance Panel meeting with Head of School and Local Authority representative.
Parenting contract completed during the meeting.



At 85% - Referral to Attendance and inclusion Social Worker/Local Authority