



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

Address: Jermyn Crescent, Sheffield, S12 4QE

Telephone: 0114 239 9106

enquiries@birleyspaacademy.co.uk

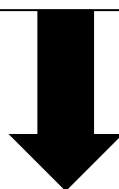
www.birleyspaacademy.co.uk

Executive Headteacher: Melany Pemberton

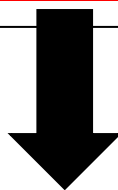
Head of School: Mrs Cathy Gibson

Attendance Concern Procedure

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

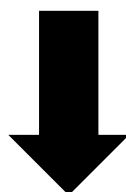


At 92% - Red letter for Initial Concern Meeting – Teaching Assistant to carry out wishes and feelings work with child and parent to meet with Attendance Team member.



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