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☆ 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

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