



# St Albans Girls' School

## Attendance Escalation Process

If attendance becomes a concern, we will:

- Write to you if your child's attendance is below 93% / causing concern and/or where punctuality is a concern.
- Arrange a meeting so that you may discuss the situation with our SLT Attendance Lead/Champion: Tess Lambert, Deputy Head
- Create a personalised robust support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.
- Offer signposting support to other agencies or services, if appropriate.
- Seek advice, guidance and support from the Local Authority Statutory Attendance Support Team and consider appropriate legal sanctions, if attendance deteriorates following the above actions.

### **Persistent Absentee and Serious Absentee Actions:**

Please see flow chart on second page

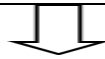
**Note:** The Government classifies students with attendance below 90% as Persistent Absentees, irrespective of whether the absences are authorised or not. Minor ailments are not considered valid reasons for school absence.



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## Attendance dropping below 95%

Letter 1 to be sent by Director of Learning  
This letter makes parents aware of our concern



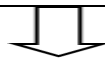
## Attendance dropping below 90%

Letter 2 to be sent by Director of Learning.  
This letter is a request for parents to attend an Attendance Review Meeting

## Following the Attendance Review Meeting



Directors of Learning should send one of the following letters:  
Letter 3a - Record of Attendance Review Meeting at which parents were present, followed by letter 6 if attendance improves. Letter 3b - Record of Attendance Review Meeting at which parents were not present



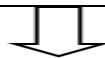
## Attendance dropping below 89%

The Head of Key Stage, will send Letter 4a (KS3+4) or 4b (Post 16), requesting that parents attend a meeting with the Head of Key Stage or other Senior Leader, as appropriate.



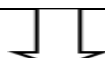
## Following the second Attendance Review Meeting:

The Head of Key Stage/ Senior Leader will then send a follow up letter. This will either:  
Letter 5 - Unauthorise absence that has no medical confirmation and set a date for review, or Letter 3a - continue to authorise absence with a date set for review. Senior Leaders will explore Attendance Improvement Panel for student.



## Following the Review Date

The Deputy Headteacher with responsibility for attendance will send either:  
Letter 6 this will communicate that "unauthorised absence" status has ended due to improvement  
Or that "unauthorised absence" status will continue and a Letter 5 will be sent to parents warning of a Fixed Penalty Notice



## Attendance remaining below 85%

*Support Trust Ambition Generosity Success*

**Learning for Life in a Community where All can Excel**



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Students in this category run the risk of having a Penalty Notice imposed. A Penalty Notice can be imposed if a student has 10 or more unauthorised sessions in a rolling period of 10 school weeks including holidays where parents/carers understand that permission had not/would not be given.. This process will be managed by the Deputy Headteacher with responsibility for attendance. Once 10 sessions are reached a Fixed Penalty Notice will be issued by the Local Authority. This will be outlined in Letter 7.