

All parents/carers receive the attendance and punctuality letter, outlining the process for good attendance and punctuality.

Attendance and punctuality is monitored on a weekly basis. Any pupils that are a cause for concern (below 90%), will be contacted by school to offer support if required and a potential meeting with the Headteacher and Admin/School's Attendance Officer

No/insufficient improvement will lead to a second letter and an invitation at school to discuss

Attendance with the Headteacher and Admin/School's Attendance

Formal meeting at the school  
With the Headteacher and Admin/School's Attendance Officer to discuss issues and barriers.

No/insufficient improvement at 6 week review, invitation to attend Fast Track panel meeting sent (held at The Blandford School).

Improved attendance letter sent Out to parents/carers and Monitoring continues.

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Attendance panel meeting ( 6 weeks from informal meeting) with school, family and the Early Intervention Team.

Monitor for a further 6 weeks

If attendance improves against the targets set at the panel meeting then an improved attendance letter is sent and the attendance is continued to be monitored.