



Attendance Procedures SHS

HSLW*/School Office -Attendance data for previous month

100%

- House Points awarded.
- Pupils entered into prize draw for £20 Amazon voucher

Below 90%

HSLW checks reason for low attendance.

If appropriate:

- Attendance Alert 1 letter sent home for parents to discuss with pupil.

No improvement in following month

HSLW checks reason for low attendance. ***If appropriate:***

- Attendance Alert 2 letter sent home for parents to discuss with pupil and to invite parents in for a Universal Plus** meeting with HSLW and PT Pastoral.
- Appropriate supports put in place.

Improvement in following month

- HSLW continues to monitor.
- Updates at Pupil Intervention Meetings (PIMs)

No improvement in following month

HSLW checks reason for low attendance. ***If appropriate:***

- Universal Plus/MAC*** meeting with parents and pupil and any other agencies involved.
- Appropriate supports put in place.
- For ongoing concerns and where additional external support is necessary, consideration may be given to a referral to the Children's Reporter.

* HSLW – HOME SCHOOL LINK WORKER

** UNIVERSAL PLUS – ADDITIONAL SUPPORTS WITHIN SCHOOL

*** MAC (MEETING AROUND THE CHILD) – WITH ADDITIONAL SUPPORTS FROM OTHER AGENCIES SUCH AS SOCIAL WORK