



KOINONIA
C OF E SCHOOLS FEDERATION
*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS

Mrs Claire Harrison and Mrs Victoria Wainwright

FEDERATION BUSINESS MANAGER

Ms Sue Eden

SMM Attendance Protocol

Stage 1: Attendance < 95%

Actions:

- Issue SMM letter to inform parents about the decline in their child's attendance
- Family Group Tutor to contact parents to gather context and records findings on Arbor
- Inform parents that if attendance continues to fall, they will be invited to attend a meeting with their child's Head of Year

Next steps:

- Your child's attendance will be monitored closely by the Pastoral Team
- If your child's attendance does not improve → **Stage 2**

Stage 2: Attendance < 90%

Actions:

- Local Authority letter 1 will be issued to inform parents about the further decline in their child's attendance
- Head of Year to meet with parents to gather more information and context in order to offer more support and encourage them to work closely with the school
- Parents and student will be asked to sign an attendance contract
- Following the meeting, a letter will be sent to parents with the minutes outlining the actions and support that will be put in place

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- If parents choose not to attend the meeting without a valid reason, they will receive a letter to inform them that this will trigger stage 3 of the attendance monitoring process

Next steps:

- Your child's attendance will continue to be monitored closely by the Pastoral Team
- If your child's attendance continues to fall → **Stage 3**.

Stage 3: Attendance < 85%

Actions:

- Local Authority letter 2 will be issued and parents will be invited to another meeting with the Head of Year and the Director of Key Stage
- Review attendance contract and establish reasons/context for further decline in attendance in order to offer more support
- Following the meeting, a letter will be sent to parents with the minutes outlining the actions and support that will be put in place
- If parents choose not to attend the meeting without a valid reason, they will receive a letter to inform them that there is the possibility of statutory intervention

Next steps:

- Your child's attendance will continue to be monitored closely by the Pastoral Team
- External support and intervention will be offered
- If your child's attendance continues to fall → **Stage 4**

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Stage 4: Attendance < 80%

Actions:

- Local Authority letter 3 will be issued to parents to outline the
- Parents will be notified that they are at risk of receiving a penalty notice if their child's attendance does not improve despite the support being offered by the school
- Parents will be invited to a meeting with the Education Welfare Officer (EWO) and the school's attendance champion (member of the Senior Leadership Team)
- Following the meeting, a letter will be sent to parents with the minutes outlining the actions and support that will be put in place
- If parents choose not to attend the meeting without a valid reason, they will be issued with a letter to inform them that they are risk of receiving a fine

Next steps:

- Weekly monitoring of student's attendance by the Attendance Officer and Pastoral team
- External support and intervention will be offered
- If your child's attendance continues to fall → **Stage 5**

Stage 5: Team Around the Child (TAC) Meeting

Actions:

- Arrange TAC meeting with parents to gain further context and offer extra support

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- Following the meeting, a letter will be sent to parents with the minutes and the next steps
- If parents choose not to attend the meeting without a valid reason, they will be issued with a letter to inform them that they are risk of receiving a fine
- If attendance improves, we will continue to monitor your child's attendance and provide further support
- If no significant improvement in your child's attendance despite the support offered by the school, there will be statutory intervention and possible fines

Additional Conditions:

- **5 Unauthorised Absences in 10 Weeks:**
 - Start the attendance process if a student accumulates more than 5 unauthorised absences over rolling 10-week school period
- **Holiday-Related Absences:**
 - If the student has been on holiday during term time, a holiday letter may be issued which could result in fines

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