



North London Grammar School

Attendance Policy

Date last reviewed	November 2022
Reviewed by	Mrs. Dhrona, Deputy Head - Director of Pastoral Care & Behaviour
Approved by	Mr. Adak, Headteacher
Next review due by	September 2023



Table of Contents

1.	Introduction.....	3
2.	Aims	3
3.	Legislation and Guidance.....	3
4.	Statutory Framework.....	4
5.	School Procedures.	4
6.	North London Grammar School Expectations.....	6
7.	North London grammar Schools Procedures for Low Attendance	8
8.	Children at Risk of Missing Education	10
9.	Tier 4 Sponsored Pupil's Attendance.....	10
10.	Lateness and Punctuality.....	11
11.	Following Up Absence	11
12.	Reporting to Parents	11
13.	Authorised Absence	11
14.	Unauthorised Absence	12
15.	Preservation and Amendments to the Attendance register.....	13
16.	Strategies For Promoting Attendance	13
17.	Attendance Monitoring.....	14
18.	Roles and Responsibilities	15
19.	Monitoring Arrangements.....	17
20.	Links With Other Policies.....	17



1. Introduction

North London Grammar School is committed to promoting good attendance and punctuality. The School recognises that central to raising standards in education and to ensure uninterrupted progress, pupils need to attend school regularly. Being absent can have a serious effect on a child's academic and social progress and development on their welfare. Missing out on lessons leaves children vulnerable to falling behind.

2. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence ➤
- Ensuring every pupil has access to full-time education to which they are entitled ➤
- Acting early to address patterns of absence
- Effectively monitoring school attendance

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

3. Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Under the legislation parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#) ➤
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#) ➤
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) ➤
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#) ➤
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.



Holidays during term time are normally refused unless there are exceptional circumstances which will be considered by the Director of Pastoral/Head on a case-by-case basis. Whilst the Director of Pastoral/Head will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

4. Statutory Framework

The legal framework governing school attendance is summarised in School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2016), published by the Department for Education (DfE).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1039223/School_attendance_guidance_for_2021_to_2022_academic_year.pdf

Advice to parents from the Government

<https://www.gov.uk/school-attendance-absence>

The Foundation follow guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Barnet Local Education Authority (LEA), regarding school attendance.

<https://www.barnet.gov.uk/schools-and-education/school-attendance>

5. School Procedures

5.1. Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register is taken at the start of the first session of each school day and once during the second session. On each occasion it must be recorded whether every pupil is :

- Present
- Attending an approved off-site Educational Activity
- Absent
- Unable to attend due to exceptional circumstances

The school will follow up any absences to ascertain the reason. Ensure the proper safeguarding action is taken. Identify whether the absence is approved or not; and identify the correct code to use.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment



Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:10 am on each school day.

The register for the first session will be taken at 8:20am and will be kept open until 8:49am. The register for the second session will be taken at 14:00 and will be kept open until. 14:10.

The National codes will be used to record and monitor attendance and absence as shown below:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site	Present
C	Other Authorised Circumstances	Authorised absence
D	Attending other establishment	Present
E	Excluded but no alternative provision made	Authorised absence
F	Extended family holiday	Agreed
G	Family Holiday (NOT agreed)	Unauthorised absence
H	Family Holiday	Authorised absence
I	Illness (not medical/dental appointments)	Authorised absence
J	Interview	Present
L	Late (before registers closed)	Present
M	Medical or dental appointments	Authorised absence
N	Reason for absence not yet provided	Unauthorised absence
O	Unauthorised absence	Unauthorised absence
P	Approved sporting activity	Present
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Attending music lessons	Authorised absence
U	Late after registration closed	Unauthorised absence
V	Educational visit or trip (including residential)	Present
W	Work experience	Authorised
X	not attending in circumstances relating to coronavirus (COVID-19)	Authorised
Y	Enforced closure	Administrative code
Z	Pupil not on roll	Administrative code
#	School closed to all pupils	Administrative code



Not attending in circumstances relating to coronavirus (COVID-19)

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care¹² or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

6. North London Grammar School Expectations

Good attendance and punctuality is essential to ensure that pupils make good academic progress and feel part of school life. Full attendance on every school day is expected. Registration is required by law at the beginning of each morning session and during the afternoon session. The process of registration is combined with Pastoral Form Time, which allows form tutors to spend time with their pupils, and is hence a useful slot for pastoral work, admin and to follow a structured form time schedule. Which encourage a positive start to the day.

6.1. School Expectations for Attendance

Pupils are expected to be punctual and attend school every day school is in session (as long as they are fit and healthy enough to do so.)

Pupils should:

- Attend all lessons every day and all relevant activities when at school
- Be punctual and arrive at lessons on time particularly those which come after a break/lunch
- Be organised with the right equipment and ready to learn
- In the case of sickness pupils should inform their parents/carers who will in turn be expected to contact the school. (If pupils decide to call the school themselves, the absence will not be authorised)
- Pupils are expected to follow the protocols in place for late arrival and can expect sanctions in line with the school's behavioural policy (lateness matrix).
- Pupils may be asked to bring in proof of illness, sickness, or other causes of absence

6.2. What is expected of parents/carers

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. **Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law.**



Parents should:

- Ensure their child attends school daily and on time
- Telephone the school or email the school office by 9 am on the first day of any absence to provide an explanation for the absence
- Parents can report absences by:
 - Σ Leaving a message on the Student Absence Line on 0208 205 0052 option 1
 - Σ Online Absence Report Form - <https://northlondongrammar.com/contact-us-here/report-a-student-absence/>
 - Σ Conversation with the Reception on 0208 205 0052 extension 1001
- Keep the school fully informed on all matters that might affect their child's attendance
- Where the school is unable to make contact by phone a letter will be sent home
- Provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence when the school requests proof of absence
- Make doctor and dental appointments for their children outside school hours wherever possible
- Plan family holidays outside of term time
- Make a formal application in writing with sufficient notice and evidence to The Director of Pastoral Care for any term time leave of absence prior to proposed dates
- There is an expectation for parents to work with the school to resolve any attendance issues
- Attend a meeting at the school to find ways of improving attendance if attendance becomes a problem
- Work co-operatively with the local authority/ outside agencies, should the school deem it necessary to support/ resolve high levels of absence

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

6.3. Parents of International Boarders

Parents of international boarders must make sure that holidays are not extended either side of the school holidays.

Parents are therefore urged to book flights well ahead of the holidays so that they do not encounter problems with limited availability of flights.



Parents should be mindful of any quarantine requirements in place

7. North London grammar Schools Procedures for Low Attendance

On occasions when lengthy absence is known and understood the school will support families to ensure a continuity of education.

In addition to regular monitoring, attendance statistics are formally checked by The Director of Pastoral Care and, while the particular circumstances of individual pupils and families will always be taken into account, parents and carers can expect the following series of actions to take place:

Procedures for Poor Attendance

	Stage 1
	Pupils with attendance between 97% and below for the academic term
Action By Form Teacher	Letter sent home via email from Form Tutor, with details of targets set in 1:1 meeting with student. Form Tutor to arrange a 1:1 meeting with the student. To discuss attendance targets. Continue to monitor attendance and share with Head of Year. Shared with Head of Year/Head of Key stage and Director of Pastoral.
Support	Discussion of pupil's circumstances and a logged agreement to improve attendance.



	Stage 2
	Pupils with attendance of 95% and below for the academic term
Action By Head of Year	Letter sent home via email from Head of Year to advise that the pupil's attendance is becoming a cause for concern and inviting parents to a meeting to discuss positive strategies to improve attendance. Continue to monitor attendance and report to Head of Keystage. Shared with Head of Key stage and Director of Pastoral
Support	Discussion of pupil's circumstances and a logged agreement to improve attendance. Referral to mentoring after discussion with Director of Pastoral.



	Stage 3
	Pupils with attendance below 90% for the academic term
Action By Head of Keystage	Letter sent home via email from Head of Keystage to advise that the pupil's attendance is



	<p>a cause for concern and inviting them in to discuss concerns, setting targets and obtaining evidence for absence. Discuss positive strategies to improve attendance. Head of Keystage to monitor attendance.</p> <p>Shared with Head of Year and Director of Pastoral.</p>
Support	<p>Discussion of pupil's circumstances and an agreement to improve attendanceReferral to mentoring after discussion with Director of Pastoral. Referall to the Education Welfare Officer</p>



	Stage 4
	Pupils with attendance below 80% for the academic term
Action By Head of Keystage	<p>Second letter sent home via email from Head of Key Stage to invite parents to discuss students continued poor attendance, obtaining further evidence of absence, and taking next steps in consultation with Director of Pastoral.</p> <p>Head of Keystage to monitor attendance.</p> <p>Shared with Head of Year and Director of Pastoral.</p> <p>Actions agreed documented.</p>
Support	<p>Monitoring and attendance targets put in place. Additional support applied as necessary. Referall to the Education Welfare Officer</p>



	Stage 5
	Pupils with attendance below 70% for the academic term
Action By Director of Pastoral	<p>Letter sent home via email from Director Of Pastoral</p> <p>Meeting with parents/carers with Head Of Keystage & Director of Pastoral to discuss families circumstances including possible amendments to the curriculum programme. Advice from Local Authority. Referall to the Education Welfare Officer</p> <p>Review of students place at the school.</p> <p>Head of Keystage to monitor attendance.</p> <p>Agreement of a high-priority attendance improvement plan.</p>
Support	<p>Agreement of a high-priority attendance improvement plan to include pastoral support/counselling/GP. Education welfare officer.</p>





	Stage 6
	Pupils with attendance below 60% for the academic term.
Action By Director of Pastoral	Letter sent to parents to advise them of a formal review with the Headteacher, Director of Pastoral and Head of Keystage This may include consideration of repeating the academic year and a review of the pupil's place in the School, in accordance with the School's Terms and Conditions
Support	Pastoral support/counselling/GP. Referral to the Education Welfare Officer

Where a pupil has been through Stages 1 to 3 then improved their attendance only for it to decline again, it is at the discretion of the Senior Leadership Team to decide which stage of the process the pupil should be placed upon, involving pupil and parents accordingly.

Outside agencies, such as an Education Welfare Officer, a GP or a Counsellor may be contacted at any stage in order to support the pupil.

Pupils with a poor punctuality record can expect to receive appropriate sanctions, in accordance with the School's Behaviour Policy.(Lateness Matrix)

8. Children at Risk of Missing Education

The School will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent without the school's permission for a continuous period of 10 days or more.

Also, the school will, after making appropriate checks, report all Children Missing from Education after a period of 10 consecutive days to the Local Authority, Education Welfare Service. This Service has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

This is in line with North London Grammar Schools Policy to **Safeguard and Promote the Welfare of Children who are Pupils North London Grammar School** which can be found on the policies page of the School website

9. Tier 4 Sponsored Pupil's Attendance

The School will monitor the attendance of any pupil who is attending the School under a North London Grammar sponsored CAS in line with the provisions of this Policy. The School will notify the Home Office if the attendance rate of any such pupil falls below 90%. A meeting with parents/carers, and a formal review with the Head, which will include a review of the pupil's place in the School in accordance with the School's Terms and Conditions.



The School will report the absence of a pupil who is attending the School under a North London Grammar sponsored CAS in accordance with the requirement of UKVI which means that the School will notify the Home Office if any such pupils has 10 consecutive days of unauthorised absences.

10. Lateness and Punctuality

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. Every opportunity will be used for staff to convey to pupils and their parents or carers the importance of punctuality and attendance. For our pupils to take full advantage of the educational opportunities offered it is vital every child is at school, on time, every day the school is open and for individual lessons unless the reason for the lateness is unavoidable. The habits young people develop around punctuality across North London Grammar School are the same as the expectations of any higher education or future employer in the world of work. Good punctuality is essential to maximise learning and also develop positive behaviours that are transferable to higher education or in the workplace.

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Sanctions for punctuality can be seen on the Lateness Matrix (appendix 1).

11. Following Up Absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

12. Reporting to Parents

Parent can access the full student profile with attendance, behaviour and academic reports on isams The online system is a live system so records are accurate and current to the date and time of access.

School reports on 5 occurrences of the reporting cycle which also includes attendance figures.

13. Authorised Absence

13.1. Granting Approval For Term-Time Absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.



Exceptional circumstances include sickness, hospital appointments that require emergency treatment during school hours.

One day religious leave may also be granted, provided that it is featured on the Interfaith Calendar. However, advance notice is required to the school by completion of the Request for Student Leave of absence During Term Time Form (appendix 2).

Parents are asked to limit their children's absences to cases of real illness to minimise learning time.

Medical appointments should be arranged outside of the school day, where possible. Where this is not possible, we would expect students to miss only a small part of the day as possible.

Where a student is absent immediately before or after school holiday medical evidence is required to authorise the absence, without this the Education Welfare Officer will be informed of the absence.

14. Unauthorised Absence

Any absence requested for an unacceptable reason will be coded as unauthorised. This includes and is not exhaustive:

- Attending an appointment that could be arranged at another time
- Taking a holiday during term time
- Visiting relatives or staying at home because a parent, carer or sibling is unwell
- Shopping
- To celebrate birthdays
- General trips
- Graduation of siblings

Family Holidays

Parents do not have the right to take their child out of school for a holiday. Family holidays taken during term time will not be authorised. Parents who need to take their child out of school during term time, due to exceptional circumstances, are required to apply in advance for permission from the school. The request will need to be submitted in writing in advance at least 10 days in advance for consideration by the Director of Pastoral and Headteacher.

The Request for Student Leave of absence During Term Time Form (appendix 2). must be completed and submitted to the school reception.

- The circumstances will be considered and parents/carers will receive a written response within 5 school days of receipt of the request.



In considering whether to grant a term-time leave, the school will consider:

- The circumstances involved
- The time and length of the proposed leave
- The student's record of attendance
- Any previous requests for leave of absence
- If it is close to examinations or tests

Extenuating family circumstance

We acknowledge that there may be special circumstances where a parent feels that their child needs to be taken out of school. In these circumstances, parents should write to the Headteacher requesting absence clearly stating the reasons for the proposed absence (Appendix 2). The circumstances will be considered and parents will receive a written response within 5 school days of receipt of the request.

Family bereavements

The school recognises that the death of a family member can be a particularly traumatic event and the school has the discretion to authorise such absences, however evidence will need to be provided.

Pupils Moving to a New Address and or School

Pupils Moving to a New Address and or School where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address. Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

15. Preservation and Amendments to the Attendance register

Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made. Every amendment made to the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

16. Strategies For Promoting Attendance

At North London Grammar School, we celebrate 100% attendance with a recognition certificate and praise at the end of each term at the awards assembly. Students with 100% attendance for the whole academic year have the chance to win a Prize... We also celebrate attendance by



promoting it in our newsletters, school websites, welcome evenings, parents' evenings, home visits etc.

We support parents to maintain attendance by monitoring attendance on isams, make use of the strong Pastoral System to establish reasons of absences and the next steps to resolve them and initiate action plans where needed to support the pupil and parent.

17. Attendance Monitoring

Reception team sends a weekly report highlighting low attendance to Director of Pastoral and Head of Keystage. Head of Keystage will flag these concerns to the Head of Year who will follow the stages set in this document for low attendance.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health

Parents are expected to call the school each day a child is ill, this should be via the school online student absence form, telephone recording system or direct to a member of staff at the reception via phone.

If a pupil's absence is not reported by the parent/carers a message will be sent to parents/carers from the reception team requesting the reason.

On the second day the reception team will call home to obtain a reason.

If after contacting parents we are not satisfied with the response and the pupil's absence continues to rise, we will consider involving an education welfare officer.

A student is classified as a 'persistent absentee'(PA) when they miss 10% or more schooling across the school year for whatever reason. An individual is deemed to be a PA if their absence is less than 90% regardless of whether the absences have been authorised. Absence at this level is doing considerable damage to any student's educational attainment and we need parents' full support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this .

PA pupils are tracked and monitored carefully through our stages in this document with the Pastoral Systems. Referral to the Educational Welfare Officer (EWO) will be made.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

We compare our attendance data to the national average, and share this with governors.

We use isams which is our school information system where staff, students and parents have access on an app and online portal with certain permissions. Our Head of Year/Head of Keystage



may request meetings or may conduct home visits to establish reasons and support for consistent absences. A formal action plan will be agreed upon with the parents, pupil and school. This action plan will be used as evidence to the Local Authority where needed to share support provisions and also identify any further steps to be taken in accordance with the Local Authority persistent absences parameters.

18. Roles and Responsibilities

18.1 Legal Sanctions

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

18.2. The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils.

18.3. Deputy Headteacher

The Deputy Head is responsible to oversee the attendance and work with the Senior Leadership Team to ensure the policy is implemented across the whole school.

18.4. The Director Of Pastoral

The Director of Pastoral oversees the attendance and ensures that correct procedures are being followed by all staff. Offers a clear vision for attendance improvement. evaluates and monitors expectations and processes. Delivers targeted intervention and support to pupils and families with the Heads of Keystage to tackle persistent absence.

Reports concerns about attendance to the Headteacher.

18.5. Head of Keystage

- Regularly liaises with Form Tutors and Heads of Year on attendance related matters
- Considers attendance or punctuality concerns as part of interventions and consults, when appropriate, with other agencies Education Welfare Officer, Social Care, CAMHS, in consultation with the Director of Pastoral
- Examines the curriculum in order to develop ways of improving the quality of the classroom experience;
- Develops sensitive and effective departmental re-entry strategies which welcome children back from a period of absence and offers support in the organisation of missed work;



18.6. Head of Year

- Takes a key role in co-ordinating and monitoring all aspects of attendance related matters;
- Ensures that registers are properly maintained and that absences are appropriately followed up;
- Monitors and supervises the work of Form Tutors in promoting attendance;
- Effectively liaises with senior staff on attendance related matters;
- Ensures that up-to-date attendance data is regularly available;
- When necessary, communicates with and meets parents of children experiencing attendance difficulties;
- Refers attendance concerns to the Head of Keystage and Director of Pastoral Educational Welfare Officer;

18.7. Form Tutors

- Take the AM register between 8.20am and 8.50am. Reception staff will follow up attendance between these times till 9.30am
- Take the PM register between 2:00pm and 2:10pm. Reception staff will follow up attendance between these times till 2:30pm.
- Responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.
- Promotes habits of regular attendance and punctuality both with individuals and with the form group;
- Accurately completes electronic registers and responds to parental notes and unexplained absences by updating absence codes;
- Is alert to absence being condoned for illegitimate reasons;
- Is alert to emerging patterns of absence and lateness;
- Is aware of and consistent in applying school systems for monitoring and promoting attendance.
- Requests the support/intervention of the Year Head when appropriate.

18.8. Subject Teacher

- Keeps an accurate electronic register of attendance for each lesson
- Updates the electronic register with students who are late to lessons and deals with lateness to lessons consistently and promptly referring to the behaviour ladder
- Recognises that difficulties with learning can be an important factor in poor attendance;



- Explores methods of making specific provision for children who are frequent or long-term absentees;
- Welcomes and values the presence of all children in their lessons.

18.9. Reception Staff

Reception staff is expected to take calls from parents about absence and record it on the school system.

Reception staff to send weekly attendance report to SLT highlighting the stage of concern and liaising with Director of Pastoral.

19. Monitoring Arrangements

This policy will be reviewed on an annual basis by the Headteacher. At every review, the policy will be shared with the governing board.

20. Links With Other Policies

- Behaviour
- Curriculum
- Safeguarding

Number of Lates	NLGS LATENESS MATRIX			
	Sanction	Form of Communication Action	Responsible Person	Possible intervention with pupil
1 & 2	Warning	SMS – Text to parent/guardian by Admin Form Tutor to enter on KSM - C1	Admin & Form Tutor	Discussion with form tutor
3	Lunch Detention	SMS – Text to parent/guardian by Admin Form Tutor to enter on KSM - C2	Admin & Form Tutor	Discussion with form tutor Referral to mentoring
4	After School Detention with HOY	Phone Call to Parent/guardian & Cause for Concern Letter by Admin Form Tutor to enter on KSM - C3	Admin & Form Tutor	Discussion with HOY Intervention with mentor
5	After School Detention with HOK	Phone call to Parent/guardian & Cause for Concern Letter by Admin Form Tutor to enter on KSM – C4	Admin & Form Tutor	Discussion with HOK Intervention with mentor
6	Yellow Report (2-week monitoring)- Target 100% punctuality until the end of term	Phone Call to Parent/guardian & Cause for Concern Letter Form Tutor to enter on KSM – C5	Form Tutor	Mentor intervention – meeting with mentor twice a week, Home visit advised during the time on the report. Consultation with form tutor.
7	Red Report (2-week monitoring)- Target 100% punctuality until the end of term	Parental Meeting with SLT Mentor to enter on KSM – C6	SLT	Meeting with mentor twice a week, home visit advised during time on report Consultation with form tutor.
8	Internal Exclusion	Parental Meeting with SLT SLT to enter on KSM – C6	SLT	Mentor intervention during the day in isolation. Consultation with form tutor.
9	One Day Exclusion	Parental meeting with SLT Legal Obligation Letter SLT to enter on KSM - C7	SLT	Phone call home from a member of SLT. Consultation with mentor on return.
10	Referral to Education Welfare Officer (EWO), £250 Admin penalty & One Week Exclusion	Parental Meeting with Headteacher Legal Obligation Letter SLT to enter on KSM - C7	Head & Finance Safeguarding officer	

- Stages of lateness = number of consecutive lates

SevalGokce
2017-10-08 16:32:00

SevalGokce
2017-10-08 16:33:00

Text also to be sent to form tutor to

L.Dhrona
2021-09-15 14:21:00

L.Dhrona
2021-09-15 14:40:00

SevalGokce
2017-10-08 16:36:00

Form tutor to call parents on the day and email a letter via parentmail informing the day of the detention sat. Next stage.

L.Dhrona
2021-09-15 14:59:00

Head of Year to set targets and check

L.Dhrona
2021-09-15 14:27:00

L.Dhrona
2021-09-15 14:26:00

SevalGokce
2017-10-08 17:55:00

Admin penalty letter sent home by finance officer.