

**Attendance (statutory), Child Employment/Entertainment, Elective Home Education/ Children Missing Education (ACE)**

**SUPPORTING SCHOOL ATTENDANCE ACTION PLAN**

<b>SUGGESTED TIME SCALE</b>	<b>ATTENDANCE PROFILE</b>	<b>WHAT NEEDS TO BE DONE</b>	<b>WHO BY/WHO WITH</b>
<b><u>Day 1</u></b>	Any absence without reason	First-day-of-absence contact	School Administrative Officer/Attendance Officer
<b><u>Day 3</u></b>	No response or concern about explanations	Letter from school to parent/carers	Any of the above and HOY, Head
<b><u>Day 6 or further 3 days</u></b>	No response or concern about explanations	Parents/carers to be invited to school meeting. Formal action plan to support attendance to be agreed, individual attendance targets to be included. Date set for further meeting to review plan.	Any of the above as well as any other relevant school staff, e.g. Learning Mentor, Attendance Officer, SENCO

<p><b>Approx. 6 Weeks</b> (NB sooner if child completely absent)</p>	<p>Further unauthorised absence Attendance below 90%</p>	<p>Meeting to review plan and consider either:</p> <ul style="list-style-type: none"> <li>• Agree referral to ACE team for consideration of a Penalty Notice, in line with Code of Conduct,</li> <li>• Referral to Early Help for support with underlying issues impacting on attendance</li> </ul>	<p>As above</p>
<p><b>Legal Action</b></p>		<p>If Penalty Notice or referral to</p>	

	<p>Further unauthorised absence below 90%</p>	<p>Early Help has failed to affect an improvement and unauthorised absence rate continues to be below 90%, school to consider initiating a school-led prosecution with support/guidance from ACE and unauthorised absence.</p> <p>If Early Help were involved, they will retain any evidence of interventions for any potential witness statements to contribute to a school-led prosecution.</p>	<p>School staff/Early Help /ACE</p>
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