



## HETHERSETT WOODSIDE INFANT & NURSERY SCHOOL ATTENDANCE ACTION PLAN

<b>TIME SCALE</b>	<b>ATTENDANCE PROFILE</b>	<b>WHAT NEEDS TO BE DONE</b>	<b>WHO BY/WHO WITH</b>
Day 1	Any absence without reason	First-day-of-absence contact	School Administrative Officer
Day 3	No response or concern about explanations	Letter from school to parent/carers	School Administrative staff and Head
Day 6 or further 3 days	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.	School Administrative staff, Head and SENCO
Approx. 6 Weeks (NB sooner if child completely absent)	Further unauthorised absence Attendance below 90%	Meeting to review plan and agree a request for support from Early Help Services or consideration of a Penalty Notice to be issued (if 85% or below)	As above
Legal Action	Further unauthorised absence	Early Help services to consider initiating legal action or school staff to refer for school- initiated prosecution (if attendance below 85%, referral has not been made to Early Help Services for a Penalty Notice).	Early Help services and school staff