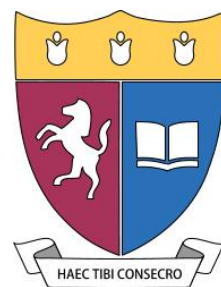


# Coopers School

## A Staged Approach to Supporting Attendance



**Attendance above 95%**

- Attendance above 95% is rewarded and celebrated



**Cause for Concern Level 1**

- If attendance drops below 90% in the first Half Term AT1 letter (Level 1 Cause for Concern) is generated
- If attendance drops below 95% for the rest of the Academic year AT1 (Level 1 Cause for Concern) letter is generated
- Attendance is monitored by Additional Education Needs (AEN) Team for 5 weeks



**Cause for Concern Level 2**

- If attendance does not improve as a result of AT1 letter sent Additional Education Needs Team send AT2 letter (Level 2 Cause for Concern), this includes information regarding legal implications
- AEN Team offer to meet with parent /carer to discuss concerns/identify barriers to attendance and additional education needs. Plan of support agreed and implemented.
- Attendance Targets set which are monitored by AEN Team



**Attendance Panel Fast Track**

- If attendance does not improve at AT2 level of concern, case progresses to Attendance Panel/Fast Track or immediate referral to Local Authority Education Welfare Service
- Attendance Panels take place each term
- Initial meeting, barriers discussed and additional education needs identified, targets set which are monitored by Director of AEN; all communication and correspondence documented which may be used as evidence for legal consideration



**Legal Consideration**

- If attendance does not improve, targets are not met and there is no known defence, referral is made to Local Authority EWS for legal consideration

*'failure to ensure regular and punctual School attendance may result in the issue of a penalty notice and / or prosecution under Section 444 of the Education Act 1996'*