

School Attendance Protocol

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All communication with
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School attendance target 100%

First day calling for all absences not reported
Where possible home visit made by SAIO

95% Initial concern letter to be sent to all

90% Second concern letter and medical request to be sent to all.
Appropriate number of days absent according to Sandwell/NHS guidance.

Referral to SAIO, school meeting/home visit.
Completion of parent contract

Further decline -12 unauthorised sessions in four week school period
will result in referral to Local Authority.

Local Authority action can result in 15 Day Notification/Interview under
Caution
Further decline will result in court action