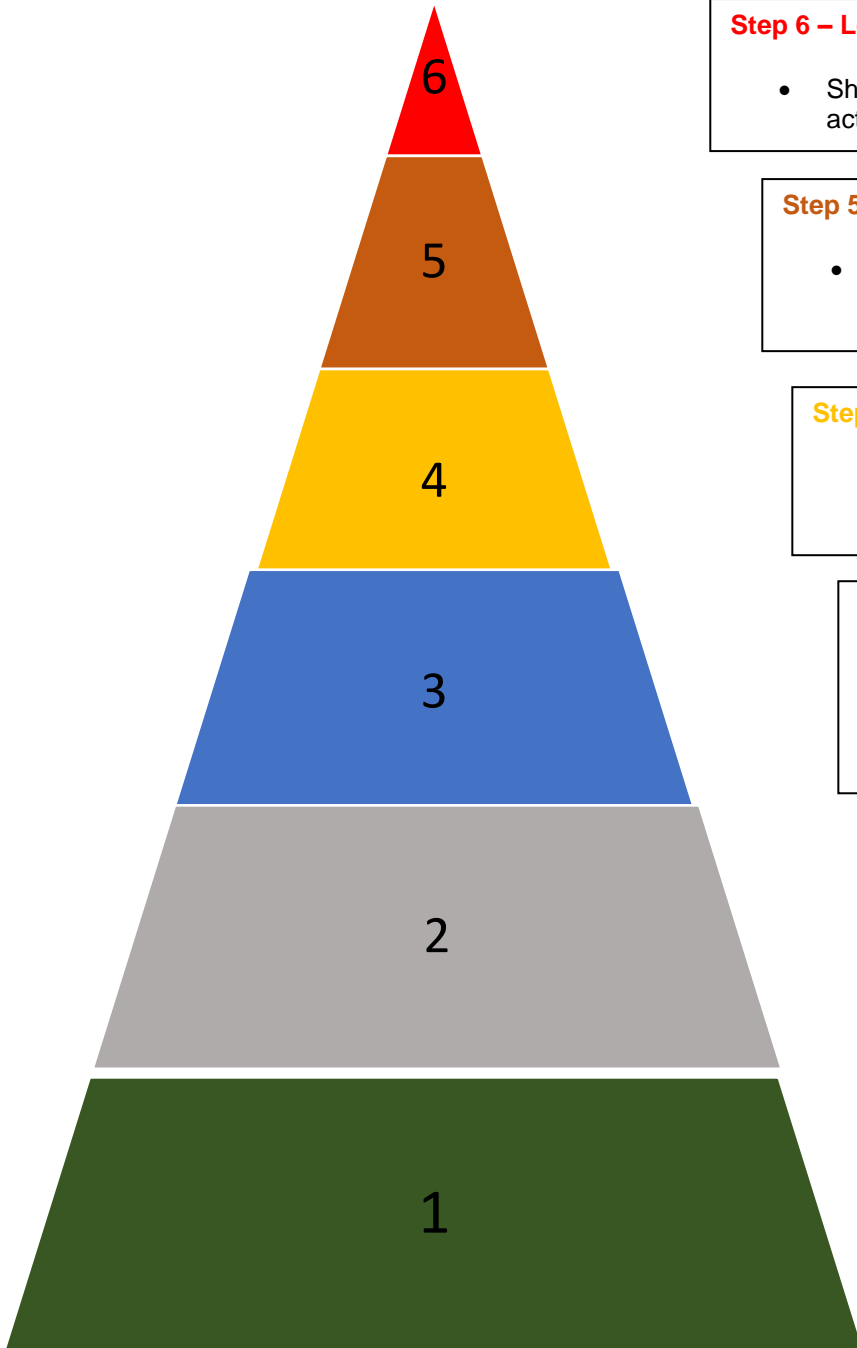


# Attendance Pyramid



## **Step 6 – Legal Action**

- Should attendance continue to be a concern, this may result in legal action being taken and this could result in a fine.

## **Step 5 – Meeting with the Education Welfare Officer and the Headteacher**

- Meetings with the Education Welfare Officer, parents/carers and the Headteacher will be arranged to discuss the concerns.

## **Step 4 – Referral to the Education Welfare Officer**

- School will refer to the Education Welfare Officer for involvement if there is no/little improvement following step 3

## **Step 3 – 2<sup>nd</sup> letter home**

- If attendance continues to fall or does not improve, a meeting with the Headteacher and parents/carers will be arranged to discuss the concerns further and establish if there is any support that can be offered
- PFSA involvement

## **Step 2 – 1<sup>st</sup> Letter home and PFSA support offered at 96% and below**

- First letter of attendance with the 'Guidance for parents and students leaflet' to be sent to the parents/carers raising the concern about the attendance level.
- PFSA support to be offered at this time

## **Step 1 – Support from school.**

- Praise and encourage regular attendance.
- Celebrate with the class, good attendance and how the class can receive the weekly attendance bear
- Weekly celebration assembly.