



# Weavers Academy Attendance Protocol

## September 2021

All students whose attendance was under 90% for the previous academic year. For absences to be authorised evidence must be provided—all absences will be O coded by Attendance Officer until evidence is received

**Attendance Alert: Student is on 97% or 8 Unauthorised Sessions in 6 weeks**

Letter 1 to parents to alert them sent home by attendance officer

Tutor of student informed to allow them to speak to the student

**Stage 1: Student is on 95% or 12 Unauthorised Sessions in 6 weeks**

Letter 2 to parents to alert them sent home by attendance officer

Tutor of student to contact home to discuss concerns for immediate support

All absences from this point must be evidenced to be authorised.

**Stage 2: Student is on 93% (PP) or 91% (non PP) or 16 Unauthorised Sessions in 6 weeks**

Attendance officer to arrange meeting to complete Attendance Support Plan (ASP)

Letter 3 sent by attendance officer (recorded delivery) within 1 week

Follow up meeting to ASP to happen within 2 weeks.

**Stage 3: Failed ASP**

Referral to NNCC EIPT made for a fixed penalty notice application.  
(At least 10% of attendance codes must be O)

Parents/Guardians to be informed

**Stage 4: EIP Referral Made**

Students to be on Attendance monitoring from attendance officer

Parents to meet with Assistant Headteacher

All holidays which are 10 continuous unauthorised sessions (5 days) will be sent to NNCC as a EIPT contact for a Fixed Penalty notice Application