

Sir Robert Pattinson Academy

Attendance Escalation Process



Green - As expected (rewards, recognition, and extended privileges)

A range of rewards & privileges available within the house system and the best chance of a child fulfilling their full potential

95 - 100%

Who	Process	When
Form Tutor	Positive Recognition & Attendance Recording	Weekly in R2L
Admin Team	Send Green letters	Last Thursday of Term



Amber – At risk of Persistent Absence

91% - 94%

Who	Process	When
Pastoral Lead	House Pastoral Intervention	P1 daily intervention time
Admin Team	Send Amber letters	Last Thursday of Term



Red – Persistent Absentee

80% - 90%

Who	Process	When
Deputy Head of House	Phone call home/Attendance Concern meeting	As part of weekly intervention
Pastoral Lead	Send Red letters	Last Thursday of Term
Attendance Officer	Send Initial Concern letters	



This is the final opportunity to demonstrate an ability to improve before moving towards the prosecution stage. If this meeting is not attended or rearranged within a reasonable time frame the meeting will take place in the parents absence and a penalty notice warning letter may be issued.

51% - 79%

Who	Process
Attendance Officer Senior Pastoral Leader Director of Pastoral care	School Attendance Panel meeting Any referrals for EHA, RCC, Healthy Minds etc. should be made at this point
Attendance officer	6-week review meeting with Attendance Officer 12-week review meeting with Attendance Officer Send Formal Warning

If there are no improvements within the timescale agreed at the School Attendance Panel Meeting, we will refer the matter to the Local Authority and may issue a penalty warning notice.

0% - 50%

Who	Process
Attendance Officer	Send Final Warning Complete Fixed penalty Notice Refer to Local Authority

Sir Robert Pattinson Academy

Attendance Escalation Process

