

# 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
House Team	Contribution to Attendance Trophy	Each fortnight to highest R2L Group
Attendance Officer	Send Green letters	Last Friday of each Term



**Amber – At risk of Persistent Absence**

**91% - 94%**

Who	Process	When
Pastoral Lead	<u>STAGE 1</u> - House Pastoral Intervention	Escalating through SRPA graduated approach as required
Attendance Officer	Notify LCC for 15 days of absence through illness	As it occurs
Attendance Officer	Notify LCC of Fixed Penalty Notice info	When triggers are hit
Attendance Officer	Send Amber letters	Last Friday of each Term



**Red – Persistent Absentee**

**80% - 90%**

Who	Process	When
Deputy Head of House	<u>STAGE 2</u> - Phone call home/Attendance Concern meeting (Return to school)	Escalating through SRPA graduated approach as required
Attendance Officer	Send Initial Concern letters	When triggers are hit
Attendance Officer	Send Red letters	Last Friday of each of Term



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	<u>STAGE 3</u> - School Attendance Panel meeting Any referrals for EHA, RCC, Healthy Minds etc. should be reconsidered at this point
Attendance officer	2-week review meeting with Attendance Officer 4-week review meeting with Attendance Officer
	<u>STAGE 4</u> - Send Notice to improve and inform LCC

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	Inform LCC Notice to Improve has failed

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