



Follow up: When no contact has been made

• If a student is not present at school and we receive no contact from a parent/carer as to why, our Attendance Officer will contact you via telephone or email.

• If a valid reason for your child's absence is not given your child will have an unauthorised absence.

• **Fixed Penalty Notices** may be issued to parents of students with regular unauthorised absences, or one extended unauthorised absence.

• 95% attendance is the minimum we expect all of our students to aim for.

• Students falling below 90% attendance may fall into the Persistent Absence Category and will be referred to Children's Services.

Attendance Ladder

