

# St Margaret's Church of England Academy

## Positive Attendance Policy 2015-16

100%	Termly Certificate sent home
97-100%	Acceptable attendance – no intervention
95-97%	Phone call home to alert parent/carer of current attendance figure
92-95%	Letter home Where attendance continues to drop, family liaison with parent/carer
90-92%	Letter home; invitation to explain reasons for current attendance figure. If no response, evidence is not attached to Education Welfare Officer (EWO) referral form
Below 90%	Referral made to Education Welfare Officer (EWO) Absences may become unauthorised Consider requesting medical evidence Attendance to be monitored by school attendance committee