

Persistent Non Attendance at Mengham Infants

Child's attendance drops below 92%



Attendance Letter One is sent home to advise parents that attendance has dropped, offering support from school or other relevant agencies and inviting parents in if they wish to discuss further. School monitors attendance over a further 4 week period.

If after 4 weeks child's attendance has shown no signs of improvement.



Attendance Letter Two is sent home to advise parents that there has been no improvement and inviting parents in to meet with Mrs Hawley, Attendance officer, to discuss the reasons behind the ongoing absence and try to agree how we can work together to improve.

If after a further 3 weeks child's attendance has shown no signs of improvement.



Attendance Letter Three is sent home to advise parents that there has still been no improvement and that school will monitor for a further 2 weeks before deciding whether or not to refer to Attendance Legal Panel. If it is felt there are wider concerns around the child parents may be asked if they would like to come in to complete an Early Help Referral.

If after a further 2 weeks child's attendance has shown no signs of improvement and is below 90%.



Referral sent to Hampshire Attendance Legal Panel to decide next steps.