

Where there are ongoing serious health problems for a child, that affect attendance, school will work with the linked health professionals to manage attendance



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 relevant agencies, if appropriate and inviting parents in if they wish to discuss it further. Parents are advised that school may request medical proof if absence rates continue to rise. 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 attendance has not improved and inviting parents to meet with school attendance officer, Mrs Hawley to discuss reasons for ongoing absence and to agree how we can improve it together. Parents are advised that school will require medical proof to authorise further absence. 10 sessions (5 days) of unauthorised absence over a 50 day period could result in a Penalty Notice. School monitors attendance over a further 3 week period.

If after a further 3 weeks child's attendance has shown no further 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 to refer to Hampshire Legal Intervention Team. Parents are invited to meet with a member of SLT. If 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 is sent to Legal Intervention Team to decide next steps.