

Attendance Monitoring Procedure

To ensure a consistent and fair approach to attendance, we follow a clear procedure for responding to student absences. This process includes a series of trigger points designed to help identify and address attendance concerns early:

97% Attendance – You will receive a phone call or email from the school to inform you of your child's current attendance percentage.

95% Attendance – This is the **first formal trigger point**. You will receive a letter expressing concern about your child's attendance and reminding you of the importance of regular school attendance.

93% Attendance – You will again receive a phone call or email from the school to make you aware of your child's current attendance percentage.

92% Attendance – This is the **second formal trigger point**. At this stage, you will receive a letter inviting you to meet with the Academy Head. The purpose of this meeting is to discuss any concerns, explore possible support, and develop an action plan to help improve attendance.

90% Attendance – At this level, a referral will be made to the Attendance Improvement Officer (AIO). A penalty notice may be issued by Devon County Council. Please note: these absences do **not** have to be related to holidays. They may also include absences where no evidence has been provided (despite requests), absences where the reason is not deemed genuine or sufficient to keep a child from school, or where a student has received a "U" mark for lateness.