



## Priory School Attendance Procedure

The Attendance Team will be monitoring the children's attendance that fall below 95%.

Parents of children who are off school will be sent a daily message requesting a reason for absence.

Pupils identified with attendance that is below 95% will be called by a Family Support Worker.

Parents of children whose attendance is below 95% who have shown no improvement and do not have a valid reason of absence will also receive a further two phone calls from a Family Support Worker.

After three phone calls are made home a meeting will be arranged to discuss the child's attendance. The attendance meeting will be carried out by a Family Support Worker. The parent will be given a copy of the children's current attendance percentage.

Possible outcomes from the attendance meeting.

Members from the Inclusion Team may be asked to work with parents and children to overcome potential barriers with attendance.

A phone call will be made home by the Deputy Head, Chloe O'Connor. Parents will also receive an attendance letter.

A letter sent by the Head Teacher, Hannah Gates. Parents will also incur a fine.

### Attendance Team:

**Hannah Gates**- Head Teacher  
**Chloe O'Connor**- Deputy Head  
**Marion Karpowicz**- Pupil Services Administrator  
**Sandy Saran**- Receptionist/General Administrator  
**Julie Gill**- Family Support Worker  
**Emma Hill**- Family Support Worker  
**Carol Barber**- Pastoral Manager  
**Mandy Wenborn**- Resource Family Support Worker/Learning Mentor  
**Lindsey Hicks**- SEN Manager  
**Emily Burgess**- Resource SENDCo