



Wellington Lions Primary Academy Attendance Thresholds and Procedures – Graduated Response

The Ascend Learning Trust uses a staged approach to effectively manage student absence where attendance falls below **96%** (where no medical/other evidence to support authorising absence has been provided):

Stage 1 – GREEN ZONE: 96%-100%

- Class teacher will monitor and liaise with student and/or parent as required to avoid attendance dropping below 96%. Parents can view their child's attendance on the Arbor app.
- Good attendance should be recognised and celebrated – certificates and positive points should be rewarded termly for those maintaining good attendance.
- No further action required at this stage

Stage 2 – AMBER ZONE: 92%-95.9%

- An 'Attendance Awareness' letter will be sent home to parent(s)/guardian(s) to notify them that their child's attendance has dropped below 96% and therefore requires improvement.

Stage 3 – 'PRE' RED ZONE: 90% - 92%

- A further letter will be sent to parents informing them that their child's attendance has continued to drop and should it drop below 90%, their child will be considered a 'persistent absentee'. Should attendance continue to drop, parents will be invited to discuss our concerns more formally.

Stage 4 – RED ZONE: 90% or below (Persistent absentee)

- Parents will receive a letter inviting them to a telephone meeting with their child's class teacher to discuss concerns, identify barriers and agree next steps.
- Should attendance continue to drop, parents will be invited to attend a face-to-face meeting with the class teacher, Attendance and Welfare Lead and/or Head of School to further discuss concerns. Attendance will be closely monitored and reviewed 2-3 weeks from the date of this meeting.
If attendance has not improved at this point, the school will follow Government guidance and submit a referral to Wiltshire Education Welfare Service (EWS) whereby a penalty notice may be served.
EWS will consider instigating legal proceedings by consulting/referring to the Local Authority.