

Attendance Improvement Team Action

Support Plan / Contract / Target for Improvement

- You will be invited to attend a meeting to help you and your child improve attendance.
- At the meeting, a support plan will be put in place to help you improve attendance. You will also be asked to take certain actions to help your child improve their school attendance or help them be on time for school.
- A target for improvement in attendance will be set

5 Days (10 sessions) of unauthorised absence in a maximum 12 rolling school week period

FORMAL WRITTEN WARNING

Effective for **1 rolling year** from the date of issue

Total 7 days UA (14 sessions UA) in the maximum 12 rolling school week period since the first UA that triggered formal warning and **below 90% attendance in the whole period**)

A Support plan / contract meeting may be held at this stage if you have not already been offered one

ATTENDANCE CASE CONFERENCE

(or Fixed Penalty Notice warning in appropriate low level / specific attendance matters such as U marks)

Out of Court Disposals / Enforcement Action:

- No further action and / or further monitoring period
- Education Supervision Order
- Fixed Penalty Notice
- Simple Caution

Prosecution:

- Prosecution under Section 444(1) - Education Act 1996
- Prosecution under Section 444(1A) - Education Act 1996