



The Horsell Village School Persistent Absences

Here at The Horsell Village School 'Persistent Absence' is where a pupil misses 10% or more of school or where pupils have 10 unauthorised leave of absences within a period of 10 school weeks. It also relates to when a pupil has 5 recorded lates in a half term. The flow chart below sets out the procedures for reducing persistent absence.

Attendance absence reviews are carried out by the Attendance Champion- Mrs Reeve, on a three weekly basis followed by a half termly review. As a result of these reviews:

Stage 1

Stage 1

School Attendance Concern Letter

This letter is sent when a child's attendance falls below 90 % in a half term or 5 recorded lates after registration closes. It explains the importance of attending school regularly and explains how attendance in the future will be closely monitored. We expect to see a sustained improvement in the following three weeks and beyond.



Stage 2

Stage 2

Meeting with the School Attendance Champion

If attendance continues to be 90 % or below or there are 8 recorded lates after registration and no indication of improvement with lateness a stage 2 letter is sent. This letter requests a meeting with the Attendance Champion to discuss support. We expect to see a sustained improvement in the following three weeks and beyond.



Stage 3

Stage 3

Attendance Assessment Completed.

If there is no improvement in attendance or attendance continues to be 90 % or below after a 6 week review period a meeting will be held with the Attendance Champion to complete an 'Attendance Assessment'. This is to review the issue causing the absence and formulise a plan of support. This may include internal support and outside agency support.



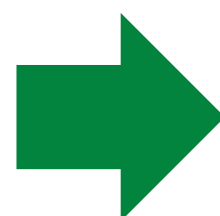
Stage 3 Review

Attendance Assessments will be reviewed on a 3 week basis. Sustained improvement in attendance is expected.

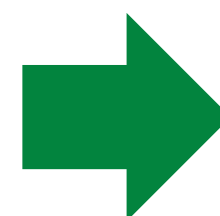
After a six week period if there is no evidence of a sustained improvement a fixed penalty notice may be considered depending on the effort to improve.

During this 6 week period absences from school will no longer be authorised without medical evidence.

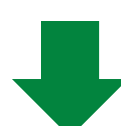
Persistent Absence of between 51 % and 90 % continues. This leads to a Formal Letter of Notice of Improvement.



Parent / carers given up to 25 days (5 weeks) to show a sustained improvement



Failure to improve will result in a referral to Local Authority for a fixed penalty notice.



Stage 4

Stage 4 - Severe Absence of 50 % or below

Attendance Contract Completed

If there is no improvement or evidence of a sustained improvement after this 6 week period an Attendance Contract will be completed under section 19 (2) of the Anti-Social Behaviour Act 2023. This is a formal written agreement between the school and the parent / carer. Attendance Contracts include targets to improve over the following 3 to 12 months.



Stage 5

Stage 5

Referral for Prosecution

Failure to show sustained improvement in attendance will result in a referral to SAS (Surrey Attendance Service) for prosecution.

Please note a 6 month evidence trail would be provided when referring to SAS

NB: Should two fixed penalty fines be issued within one year, prosecution for neglect against your child's / children's education may also be sought.