

Beaver Road Primary School

Attendance and Punctuality Protocol

1. Every half term, reports on attendance less than 90% and additional report on children who have had holidays to be produced for Headteacher by Lead Administrative Officer.
2. Children with less than 90% attendance - Letter to parent/carer and invitation for an interview with Headteacher.
3. Children with more than 7 late marks during the half term - Letter to parent/carer and invitation for an interview with Headteacher.
4. Continuing unacceptable level of lates/absences following 2 and 3 - Formal request sent to parent/carer for interview with Headteacher and Parent Support Adviser.
5. Unacceptable level of absences following 4 - Warning of issue of a Fixed Penalty Notice.
6. Fixed Penalty notice issued.

1 September 2009

Attendance at
SchoolC:\Users\User\AppData\Local\Microsoft\Windows\Temporary Internet Files\OLK61A9\Attendance Protocol June
2009-2.doc