**Attendance Procedures - St Gregory's High School**

Every 4 weeks –the attendance officer, pastoral deputy headteacher and assistant headteacher with responsibility for attendance will review pupils' attendance, pupils with attendance below 95% will have letter sent home to highlight this. At the next review if there has been no improvement, a second letter will be sent home. If there continues to be no improvement, parents will be invited into school for an attendance meeting. If attendance continues to decrease referral to the LA attendance team.

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| Attendance | Action |
| 100% | Praise + attendance merit |
| 97%- 99% | Praise |
| 95-97% | Conversation with student |
| 90-95%  **Move down list on a weekly basis if attendance is not improving**  **At the 4 weekly attendance review letters will be sent home if attendance is below 95% and this will be followed by 2nd letter if there is no improvement at the following review.** | **Week 1**  Conversation with student  **Week 2 - highlight to PPM**  Conversation with pupil & parent  **Week 3**  Inform Attendance officer, Deputy Headteacher pastoral, Assistant Headteacher with responsibility for attendance & PPM  **Week 4**  Letter sent home. If no improvement at next review, letter 2 sent home; if this continues then meeting with parent, student, Attendance officer/Deputy Headteacher and Assistant Headteacher attendance arranged - attendance awareness course |
| < 90% | 1. Meetings with student & parent 2. Education attendance Plan considered 3. Prosecution |

St Gregory’s works with Warrington LA and their attendance officers, who will help to support our families who are struggling to improve their child’s attendance.