

Attendance	Lost Learning	Outcome/Intervention
100%	Fantastic attendance and learning	You must report any absences via the school office or phone by 8.15am. Appointments should be made out of school time. School will:
96 - 99%	Up to 9 days of school missed and approximately 50 lessons	<ul style="list-style-type: none"> • Reward good attendance for children and families • Monitor attendance and let you know if there are any concerns • Call you if your child is absent with no recorded reason provided.
90 – 96%	Up to 19 days of school missed and approximately 100 lessons	<p style="text-align: center;">Stage One Intervention</p> <p>You must report any absences via the school office before 8.15am. Appointments should be made out of school time. If attendance falls below 96%, school will:</p> <ul style="list-style-type: none"> • Make parents aware of this via pings and work with parents to address any missing marks and continue to monitor attendance weekly. • Not authorize any absence requests more than 3 days (6 sessions). • School will offer school based support to improve attendance. Families and school create personalized attendance plans and agreements. • Send a school letter if no improvements are seen and there are outstanding missing marks or unauthorised absences. • Send home personalized attendance data so parents are fully informed of their child's attendance patterns. • Inform class teachers of children who are being monitored • Provide support through Early Help or referral to other relevant services (this may impact on the progress through stage 1)
80% - 90%	85% = 29 days and 150 lessons 80% = 38 days and 200 lessons	<p style="text-align: center;">Stage Two Intervention</p> <p>You must report any absences via the school office before 8.15am. Appointments should be made out of school time. If attendance falls below 90%:</p> <ul style="list-style-type: none"> • Only authorise absence when suitable evidence is presented. • Invite parents to a panel meeting and complete a parent contract and monitor for 3 weeks • Consider whether a Penalty Notice should be requested • Issue final warning letter and complete the statutory intervention request form (intervention by local authority) • Provide support through Early Help or referral to other relevant services (this may impact on the progress through stage 2)
Below 80%	75% = 38 days and 250 lessons	<p style="text-align: center;">Stage Three Intervention</p> <p>You must report any absences via the school office before 8.15am. Appointments should be made out of school time. When all attempts to engage with the family at intervention stages 1 and 2 have failed, and the criteria has been met, the school will refer to Bradford Council to undertake a Stage 3 Intervention, which initiates a criminal investigation in line with the Criminal Investigation Process. School will continue to support the family.</p>
Lates		<p>Learning starts at 8.30.</p> <ul style="list-style-type: none"> • Any child arriving late, before 8.50 must report to the 5/6 entrance. • Any child arriving after 8.50am must report to the main office. They do not receive their morning attendance mark. • Punctuality is monitored alongside attendance. • Reminds are sent out via ping if your child is late twice during the week.
Key contacts	<p>Miss Needham – Attendance leader Mrs Knowles – Attendance officer School office tel – 01274 414115 School office email- office@cvps.paymat.org</p>	

