

# THE WILMSLOW WAY

## TO EXCELLENCE IN ATTENDANCE



NO UNAUTHORISED ABSENCES

# 98-100%

= ON TARGET

### SELF MONITORING



You are **ON TARGET** for achieving excellence in your attendance. Well done!

### ACTIONS

TRUANCY TEXTS SENT ON DAY OF ABSENCE

# 95-97%

= 50 MISSED LESSONS

### TUTOR MONITORING



Your form tutor will be monitoring your attendance.

### ACTIONS

CONVERSATION WITH FORM TUTOR  
LETTER 1 SENT TO PARENT/CARER ABOUT ATTENDANCE CONCERNS

# 90-94%

= 100 MISSED LESSONS

### STUDENT MANAGER MONITORING



Your student manager will monitor you for 2 weeks. No improvement leads to local authority monitoring.

### ACTIONS

STUDENT MANAGER ATTENDANCE MONITORING  
PHONE CALL TO PARENT/CARER WHEN ABSENT  
STUDENT MEETS WITH STUDENT MANAGER  
LETTER 2 SENT TO INFORM OF PARENT MEETING

# 85-89%

= 150 MISSED LESSONS

### LOCAL AUTHORITY MONITORING



The local authority monitoring period is 3 weeks. This is now the 'Pre-Fine' stage of monitoring.

### ACTIONS

PARENT MEETING TO INFORM OF POTENTIAL FINE  
LETTER 3 SENT TO PARENTS TO CONFIRM MEETING AND POTENTIAL FINE

# BELOW 85%

= 200 MISSED LESSONS

### EDUCATIONAL WELFARE OFFICER INVOLVEMENT



The educational welfare officer will now be involved. This stage would involve a fine from the Local Authority.

### ACTIONS

ATTENDANCE PANEL MEETING WITH DIRECTOR OF STUDENT SERVICES/HEAD OF HOUSE/EDUCATIONAL WELFARE OFFICER/GOVERNOR  
LETTER 4 SENT TO PARENTS TO INFORM OF FINE PERIOD



## DETERMINATION

"NOT GIVING UP AND AIMING FOR YOUR PERSONAL BEST"