**Culcheth Primary Attendance Guidelines**

|  |  |
| --- | --- |
| **STAGE 1****95% - 90%** | Attendance is beginning to fall below the attendance target. Your class teacher will now closely monitor and work with you and your child to improve attendance. |
| **STAGE 2** **90% - 85%** | Attendance has shown a continued decline***Pastoral letter 1*** of general concern will be issued and a copy of your child’s attendance record, with the opportunity to meet with the Attendance Coordinator to discuss if the school can assist in any way. |
| **STAGE 3** **85% - 80%** | Attendance now falls into the category of **persistent absence*****Pastoral letter 2*** Meeting with the Attendance Coordinator to discuss how school can offer support. Attendance targets and consequences. Attendance Officer and Family Support Worker notified. |
| **STAGE 4****Below 80%** | The Local Authority Education Welfare Officer will be advised and will closely monitor attendance formal intervention and referral can be actioned and prosecution considered if required. |