**Chagford Church of England Primary School**

**Managing Attendance Procedure**

1. If your child is ill and unable to attend school then please contact the school by phoning 01467 432412 or emailing admin@chagfordprimary.org.uk.
2. Teacher discussion – If the Teacher notices patterns emerging with dropping attendance then they will have a conversation with the parent to see if there are any issues that can be resolved.
3. Attendance letter 1. 10 sessions missed. This letter is generated and sent out. It could be a mix of medical, illness or holiday. The teacher will have a conversation with the parent.
4. Attendance letter 2. 15 sessions missed. Meeting date and time provided in letter. If parents do not attend, Principal to send another meeting time. If not attended the meeting will be with just the student. If the 15 absences are for medical reasons, the letter will be requesting that medical evidence is to be provided for any further absence. Appointment card or medication box is sufficient. Letter gives option for parents to contact Principal.
5. Attendance letter 3. Informing parents that attendance is being referred to the Education Welfare Officer, Principal to attend future meetings too.

No holidays will be authorised. 10 sessions will have a penalty notice. Funeral of immediate family, ill parent, etc. will be authorised.