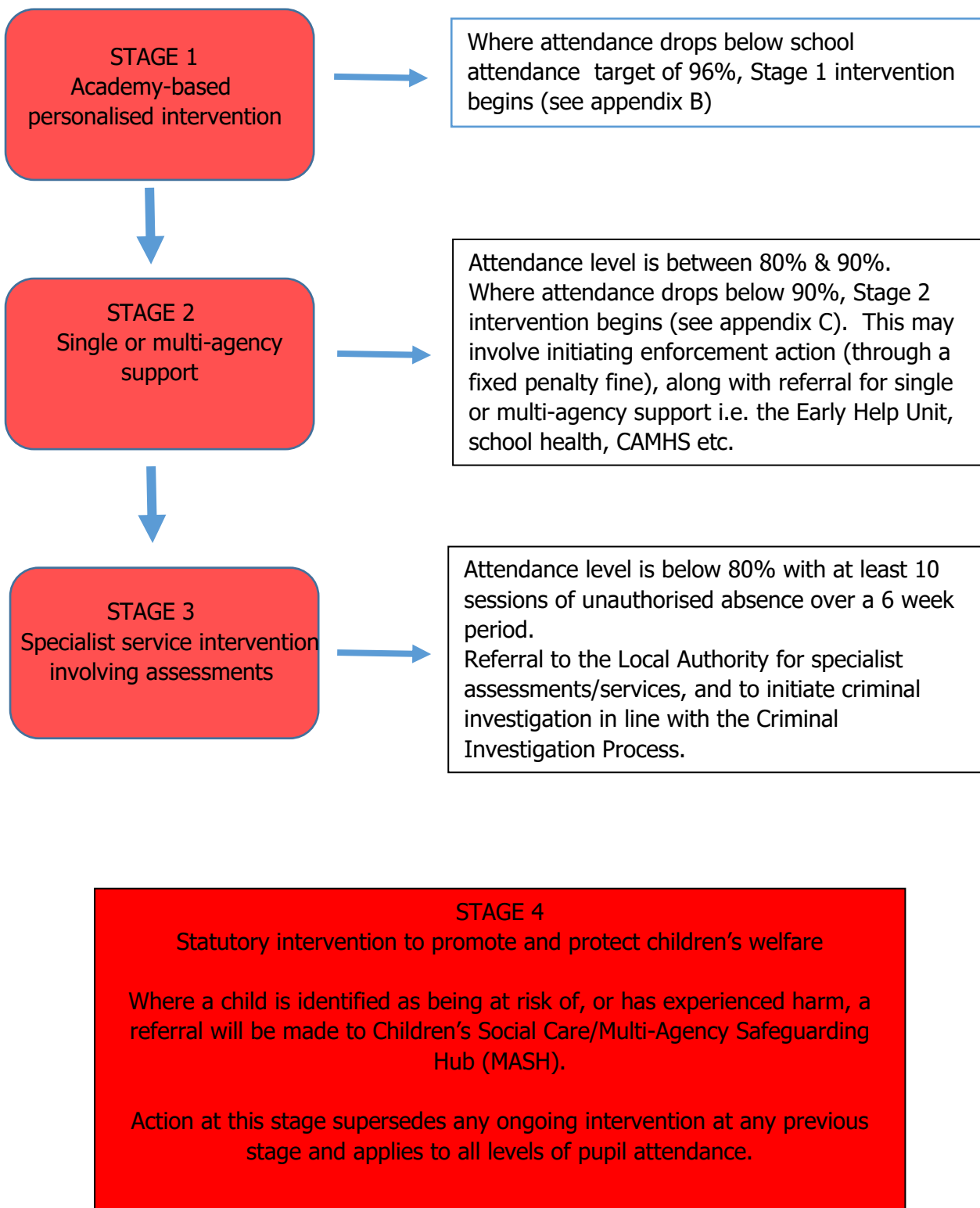


**THE FOREST VIEW ACADEMY**  
Staged Intervention Overview to Managing Academy Attendance



# The Forest View Academy

## Stage 1 Intervention

Appendix B

### Ongoing Procedures

**First Day Absence Contact**  
Telephone contact made with parent/carer on the first day of a child's absence from the academy (safeguarding duty)

**Lates**  
Letter L sent after 3 sessions of lateness after registers have closed (U mark)

**Improved**  
No further action

**No Improvement**  
School meeting with C&FSW & Parent

**Letter 1**

- Sent from C&FSW to parents of pupils whose attendance drops below school's attendance target of 96%
- Attendance check after a minimum of 15 days

**No Improvement**  
Is absence due to illness/medical reasons?

**Improved**  
No further action - monitor

**Yes**  
Academy letter sent if patterns of illness and/or medical absence exist

**No improvement**  
Concerns still exist and no/insufficient medical evidence received

**Improved or valid reason given**  
No further action - monitor

**No Improvement**  
Is attendance below 90% over a six week period?

**No - Letter 4**

- Sent from Head of Academy
- Repeat meeting arranged with parent
- Attendance check after a minimum of 15 days

**Yes**  
Initiate Stage 2 Intervention

A pupil's attendance falls below the school attendance target of 96%

Are there unresolved 'N' codes due to absence

**YES**

- School letter N sent to parent
- N codes changed to 'O' if no explanation given

**NO**

**Reason given and improved attendance**  
No further action - monitor

No reasons given OR reasons given are unsatisfactory OR attendance fails to improve within 2 weeks

**Letter 2**

- Sent from C&FSW if no improvement and/or no satisfactory explanation has been received to explain the absences
- Attendance check after 15 days

**NO**

**Improved**  
No further action - monitor

**No Improvement**

**Letter 3**

- Sent from C&FSW
- Meeting arranged with parent
- Attendance check after 15 days

**Improved**  
No further action - monitor

The Forest View Academy  
Stage 2 Intervention

A pupil's attendance falls between 80% and 90% over a 6 week period

**Attendance Panel Meeting**

- Establish everyone with parental responsibility and date of birth, other siblings and their schools
- Consider using the Early Help Unit
- Set up a 15 day review period
- If parents fails to attend – Did not attend letter sent

**Enforcement Letter 1**

Sent from Head of Academy to parents

**Initial review**

Carried out 2 weeks following Enforcement Letter 1

**Improved**

De-escalate to stage 1 and monitor

**No Improvement**

FPN referral