



Holmer Green Senior School Attendance and Punctuality Guidelines

Whole School Attendance Target: 96.0%

First Day Absence	Attendance Officer	Phone call home to establish reason. Logged in SIMs. Respond appropriately to CP issues using CPoms.
Return to school	Form Tutor	Conversation between form tutor and tutee takes place when tutee returns from absence. Conversation documented in SIMS. Tutee directed towards pastoral manager if further support required to understand cause of poor attendance. Tutors to use the weekly attendance spreadsheet to identify trends of poor or falling attendance and praise students appropriately.
Ongoing concerns	Pastoral Manager	Individual conversations to establish any longer-term causes of poor attendance.
Ongoing concerns	Senior Leader	Arrange parental meetings to establish causes and work collaboratively to establish solutions.
Attendance <90%	Attendance Officer	1a Letter is sent to the parents Student is monitored for 3 weeks No improvement, 1b Letter is sent to the parents
Persistent Absence	Referral to EWO	Meeting with Educational Welfare Officer, Head of Year, Attendance officer, Parents and student takes place.

NB:

1. HGSS does not support elective home education and in all cases will seek to hear the voice of the child, and to ensure that parents understand the implications of such a decision
2. HGSS do not support holidays taken during term-time. 5 plus consecutive days holiday submitted by parent is submitted for Holiday fine to the county attendance officer.