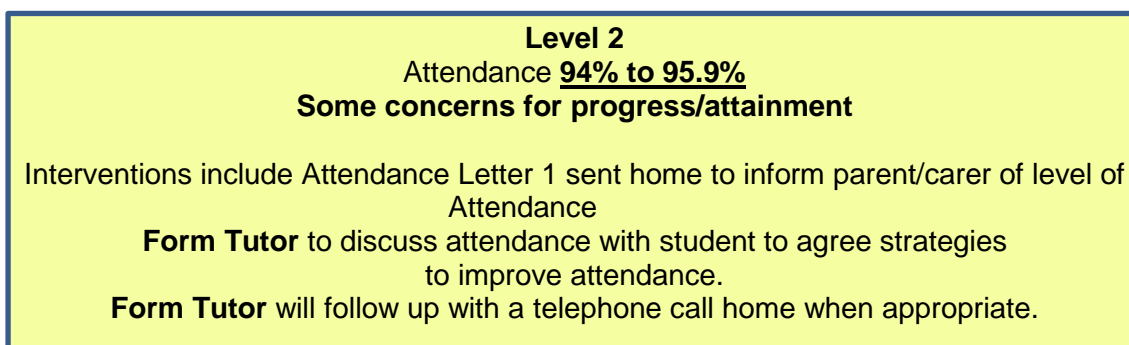
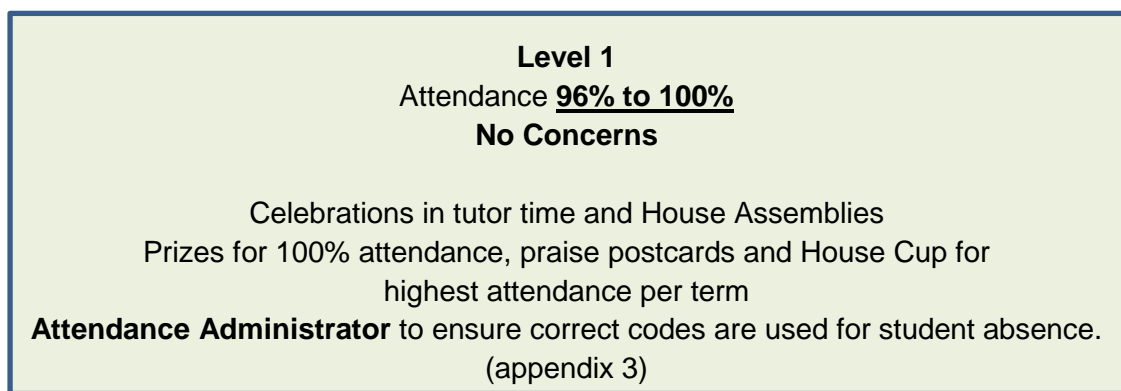


Impington Village College Attendance Procedures for parents/carers *appendix 2i*

Improving attendance is a whole college initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, students and all members of college staff.

The diagram below highlights the whole college approach to attendance monitoring and intervention. This is led by the Head of Personalised Learning and Attendance who works with the House Teams to monitor and improve attendance, while raising the profile and emphasising the importance of attendance at individual and whole college level.



Level 3
Attendance 92% to 93.9%
Risk of under achievement

Interventions include Letter 2 sent home to inform parent/carer of level of Attendance
House Manager will offer meeting to Parent/carer to discuss support available
Further absence will not authorised without medical evidence from GP/Hospital/Dentist.

Form Tutor/Co-tutor to meet student to discuss strategies for improvement, positive interventions may be put in place if appropriate and locality support will be offered, information can be found at
[Parenting & family support - Cambridgeshire County Council](#)



Level 4
Attendance 90% to 91.9%
Persistent Absence
Severe risk of under achievement

Interventions include Letter 3 sent home to inform parent/carer of level of Attendance
Members of House Teams available to meet with parent/carer to discuss strategies and interventions to support attendance and locality support will be offered if appropriate, information can be found at
[Parenting & family support - Cambridgeshire County Council](#)
If attendance continues to drop below 90% Penalty notices may be issued, further information at
[Non-attendance and the law - Education: your rights and responsibilities - Cambridgeshire County Council](#)



Level 5
Attendance below 90%
Persistent Absence
Extreme concern

Interventions may include penalty notices and legal action, further information can be found at [Non-attendance and the law - Education: your rights and responsibilities - Cambridgeshire County Council](#)

Parent/carer maybe called to a Parent Contract Meeting with the **Head of Personalised Learning and Hosue Manager** to agree targets to improve student's attendance

If attendance continues to fall the Head of Personalised Learning will refer to the Local Authority to start the formal process with a PACE interview, this is held under caution with an Educational Welfare Officer appointed by the Local Authority.

Impington Village College will ensure that it continues to work with and support the student and their parent/carer to ensure that the student's attendance rises to the expected level of 96%.

Locality support will be offered if appropriate, information can be found at [Parenting & family support - Cambridgeshire County Council](#)

If you would like to discuss any issues around your child's attendance please contact their **Form Tutor in the first instance**. Your child's House Team, The Attendance Administrator and the Head of Personalised Learning are also available.