

## APPENDIX 2: Brief overview - Attendance

Person responsible	Incident	Action
Teacher	Persistent lateness	Record on Lesson Monitor ↓ Red warning given
Form tutor	Poor attendance/lateness	Discuss with pupil ↓ Contact parents ↓ Provide intervention/incentives ↓ Refer to PL
Progress Leader	Poor attendance/lateness	Discuss with pupil ↓ Contact parents ↓ Interventions - Learning mentor, CL etc ↓ Refer to SLT
SLT	Poor attendance/lateness	Letter home over a 4 week period, increasing in seriousness ↓ Contact/meeting/visit home ↓ Refer to LST/Initiate further interventions