Positive attendance	Letter 1	Letter 2	Letter 3	Letter 4
95% +	**< 95%**	**<93%**	**<90%**	**90%>**
Form tutor to have positive discussion around attendance	Group call/ Letter 1	Group call/HOH Phone home Letter 2	Groupcall/phone home Meeting with HOH/SLT link and Letter 3	Groupcall/phone home Refer to EWO. Letter 4
Logged on Class charts as a neutral	Logged on SIMS by HOH/AO. Linked docs attached	Logged on SIMS by HOH/AO Linked docs attached	Logged on SIMS by HOH/AO. Linked docs attached	Logged on SIMS by HOH/AO. Linked docs attached, EWO and Attendance lead notified
Form tutor to monitor	HOH and AO to follow up. Attendance monitoring	HOH follow up. Student added to ATG.	Student added to ATG. HOH and SLT link to follow up. Parental meetings, Attendance action plan	Student added to ATG. Parental meeting with HOH/AP attendance lead. Review of all interventions.
Attendance Improves No further action needed	**Attendance Improves** No further action needed	**Attendance Improves** Mark as 'improved' with parents informed. Monitor	**Attendance Improves** Mark as 'improved' with parents informed. Monitor	**Attendance Improves** Marked as 'improved EWO and AP Attendance informed. Praise letter sent
No improvement Student moves to stage 2	**No improvement** Student moves to stage 3	**No improvement** Student moves to stage 4	**No improvement** Student moves to stage 5 fortnightly meetings	**No improvement** Referral to EWO weekly student meetings

Attendance Monitoring – DGD 2018-19 (V2)