SIR WILLIAM ROBERTSON ACADEMY

T. 01400 272422
F. 01400 273780
E. enquiries@swracademy.org
W. swracademy.org

# Attendance Letters Process

Student's attendance falls below 90%

Home will receive a letter notifying them of student's attendance and that they are now on the 4 week tracker.

Student will be placed on a 4 week Tracking System.

If student's attendance does not improve enough then they will continue to stay on the tracker. Home will be notified via letter.

If student's attendance increases by a satisfied amount then they will be re-moved from the tracker. Home will be notified via letter.

If there is not enough improvement then home will be called in for a meeting with the Attendance Team and HOY. Home will be notified via letter.

If after another 4 weeks the student's attendance improves then they will be removed from the tracker. Home will be notified via letter

If after the final 4 weeks on the tracker there is not enough improvement then home will be called in for a meeting with Deputy Head. Home will be notified via letter.

If after the final 4 weeks on the tracker the student's attendance improves then they will be removed from the tracker. Home will be notified via letter

Follow up action will be assessed by Attendance Officers/Deputy Head and Head Of Year as required.