



## How can SJW help you support your child in attending school?

### EARLY HELP

Does your child have less than 95% attendance and 6 or more sessions of absence (this equals at least 3 School days)?

If so, parent/carers are invited to a support first meeting with the head of year to discuss reasons for poor attendance and punctuality and offer Early Help Support should parent/carers need it.

[Click here for Early Help Information](#)



If unauthorised absence persists or parents/carers refuse consent for early help or choose not to engage with our team, or meet to discuss their children's illness absence, a Medical Absence Letter will be sent. Future absences will not be authorised by the Headteacher without medical evidence from a medical professional.



Attendance will be closely monitored. We will continue to support parents/carers and pupils to improve attendance while engaging with both internal and external support.



Following this, any continued unauthorised absences will progress to the 'formalise support' stage of support first in conjunction with the local authority. This will involve parents/carers being invited to a formal attendance meeting (FAM), with the attendance officer, where an attendance contract will be completed by all parties.



If the pupil continues to have further sessions of unauthorised absence, this could result in a referral to the Education Legal Intervention Team (ELIT) where you may be issued with a 'notice to improve' or a penalty notice.