



Penn Wood Primary and Nursery School
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Please find below a breakdown of when letters will be sent from the Attendance Leader to parent/cares informing them of their child's attendance and how school has recorded absences. These letters include advice for parent/cares to enable them to support their child's education. All letters are recorded confidentially on each pupil's details.

Attendance Criteria	Code Applied	Trigger
Late Issue	L	3 Late Arrival's past 9am - punctuality problems
Continued Late issue	L	5 Late Arrival's - if no improvement made, meeting will be arranged
Extended Leave	G	Post leave of absence –no fine action
Extended Leave	G	Post leave of absence –fine to be applied for via Slough Borough Council
Off Roll Warning	20 days of non-school attendance	Advice of date child will be removed from the school register and how to apply for a new school place if living within the Slough Borough.
Illness Concern	I	Initial 3 days (consecutive or sporadic)
Continued Illness Concerns	I	5 days (consecutive or sporadic) if no improvement made, meeting will be arranged
Unauthorised Absences	O / U	Absent sessions –no reason provided or deemed insufficient. Referral to SBC will be made where continued poor attendance persists.
10 Unauthorised Sessions	O / U	Warning Period to be applied via Slough Borough Council
Warning period broken	O / U	Warning fine application to be made to Slough Borough Council
Clean Slate	New Academic Year	Previous attendance problems, fresh start
Well Done/Encouragement Letter/ Post card	1 month of improved attendance / Recognised good attender but recent illness – must improve	Congratulations – keep up the great work
Early Collection	Minutes missed	Previous disruptions to sessions recorded
Medical Appointment	M	Proof required

All attendance meetings will be summarised and recorded on each pupil's details including agreements, fine proformas and referrals.