BROOKFIELD PARK GUIDE

TO EXCELLENCE IN ATTENDANCE

98-100%

ON TARGET

SELF MONITORING	ACTIONS
ON TARGET for achieving excellence in attendance. Well done!	YOU WILL BE REWARDED WITH HOUSE POINTS AND AN END OF TERM CELEBRATION

95-97%

50 MISSED LESSONS

CLASS TEACHER MONITORING	ACTIONS
Class teacher will closely monitor attendance and may make contact with parents	PHONECALLS HOME FROM CLASS TEACHER CLASS TEACHER WILL FOLLOW UP ABSENCES

90-94%

100 MISSED LESSONS

PASTORAL AND ATTENDANCE LEAD MONITORING	ACTIONS
The learning mentor and attendance lead will monitor attendance and meet with parents.	LETTER HOME REGULAR CONTACT FRON PASTORAL TEAM PARENTS MAY BE ASKED TO ATTEND A MEETING **BELOW 95% LETTER**

85-89%

150 MISSED LESSONS

PASTORAL AND ATTENDNACE LEAD INTERVENTION	ACTIONS
The learning mentor and attendance lead will monitor attendance and meet with parents.	FORMAL PARENT MEETING ARRANGED ATTENDANCE CONTRACT DRAWN UP 2 WEEK REVIEWS **BELOW 90% LETTER**

BELOW 85%

200 MISSED LESSONS

LOCAL AUTHORITY INVOLVEMENT	ACTIONS
The local authority will become involved and a fine may be issued.	ATTENDANCE PANEL MEETING **FINE MAY BE ISSUED**