

Attendance Graduated Response

Castleford Trust is committed to promoting excellent attendance so that every pupil has the best opportunity to succeed. This graduated response outlines how we expect high attendance from all pupils, with the support of parents. We monitor attendance rigorously to identify concerns early, listen and understand barriers through effective communication, provide informal support to help families overcome challenges, formalise support when needed through meetings and agreed plans, and enforce attendance requirements using legal penalties when necessary.

Stage	Attendance %	Action by School
Good to Perfect Attendance	Attendance between 95% and 100%	<ul style="list-style-type: none"> Pupils in this category are eligible for rewards and attendance incentives. All pupils are encouraged to strive for 100%, and we set a trust-wide target of 97% (no more than six days absence across the year).
Stage 1 – Early Identification	Attendance drops below 95%.	<ul style="list-style-type: none"> Parents will receive a letter outlining their child's current attendance and reinforcing the importance of daily attendance for learning, confidence, and friendships. Parents are asked to discuss the importance of attendance with their child and contact school if support is needed.
Stage 2 – Informal Support	A further absence occurs within 10 weeks of the Stage 1 letter.	<ul style="list-style-type: none"> Parents/carers are contacted to highlight ongoing concerns. This may be via a Stage 2 letter or a phone call from a member of staff to offer informal support. The communication will inform parents that their child has had further absence since the Stage 1 letter. Parents are encouraged to speak with their child about the importance of attendance and contact school if they need support.
Stage 3 – Attendance Support Meeting	Attendance falls below 91%, and there is further absence after Stage 2.	<ul style="list-style-type: none"> Parents/carers are invited to an Attendance Support Meeting to: <ul style="list-style-type: none"> Review the pupil's attendance to date Discuss and identify any barriers to regular attendance Agree a clear support plan to improve attendance Parents are informed that from this point; any further absences will be unauthorised unless supported by medical evidence until attendance improves to a satisfactory level. The meeting acts as a collaborative opportunity to offer support and set clear expectations. A follow-up letter is sent after the meeting summarising outcomes and reiterating that 10 or more unauthorised absences within 10 weeks may lead a Notice to Improve, which could result in a Penalty Notice.
Stage 4 – Formal Attendance Contract	Attendance concerns continue with further absences after stage 3.	<ul style="list-style-type: none"> Parents/carers are invited to a formal Attendance Contract Meeting to: <ul style="list-style-type: none"> Review the pupil's attendance following the Attendance Support Meeting Discuss and identify any new or persistent barriers to attendance The meeting should include the pupil if they are old enough to understand. The meeting should explain the purpose of an attendance contract and why using one would be beneficial in the family's circumstances. Agree and sign an Attendance Contract to improve attendance. Parents are reminded that from this point; any further absences will be unauthorised unless supported by medical evidence until attendance improves to a satisfactory level. A copy of the Attendance Contract is given to parents at the end of the meeting.
Stage 5 – Notice to Improve (NTI)	10 or more unauthorised absences within a 10-week period.	<ul style="list-style-type: none"> Parents will receive a formal Notice To Improve letter, setting out the legal implications and attendance expectations. A member of staff will follow up with a phone call to confirm receipt of the letter and offer further support.
Stage 6 – Final Warning	No improvement following Notice to improve and the 4-week review	<ul style="list-style-type: none"> Parents/carers are invited to a final formal meeting with a member of staff or senior leader. This is the last opportunity to engage before legal escalation. A Final Warning Letter is issued.
Stage 7 – Penalty Notice / Legal Action	Continued unauthorised absence despite all previous interventions	<ul style="list-style-type: none"> A referral is made to the Local Authority for a Penalty Notice or legal action- Education Supervision Order (ESO), parenting orders, magistrates court, section 444 1A aggravated offence. All required documentation is submitted in line with the National Framework. The academy continues to monitor and liaise with the LA as needed. Please note: When a pupil's attendance drops to 50% or below, they are classed as severely absent. In such cases, Wakefield LA and the academy may consider this to be educational neglect. The academy will complete a MARF referral to Social Care Direct, and the safeguarding team will work with relevant agencies and the family under safeguarding procedures, rather than treating it solely as an attendance concern.