

Mount Pleasant Road, Birtley DH3 1AY Telephone (0191) 4334200

Email: ravensworthterraceprimaryschool@gateshead.gov.uk

Head Teacher: Mr A Ramanandi

14th July 2026

Dear Families,

Attendance Monitoring

As we move into the new academic year this September, Ravensworth Terrace Primary School will be strengthening the way we monitor and support pupil attendance in line with the local authority.

This forms part of our renewed Attendance Policy and ensures we are fully aligned with the statutory guidance from the Department for Education (DfE). Our aim is to work in partnership with families to promote regular attendance and ensure every child has the best opportunity to succeed.

Support and Actions to be Taken by School

Our school attendance response process includes:

- Monitoring attendance regularly
- Informing you of concerns at an early stage
- Offering support to help improve attendance
- Providing opportunities to discuss any reasons for absence
- Reviewing evidence and considering whether absences should be authorised

We understand that children may occasionally need time off due to genuine illness, and we are always here to support you. Our approach is about ensuring every child has the opportunity to attend school regularly and thrive both academically and socially.

Below you will find an outline of the stages that will be followed throughout the year.

If you have any questions or feel you may require support with your child's attendance, please do not hesitate to contact us. We are here to help.

Thank you for your continued partnership and commitment to your child's education.

Yours sincerely,

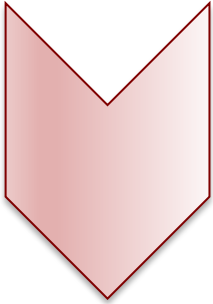
Ravensworth Terrace Primary School Leadership Team

Attendance Stages

WITHIN EXPECTATIONS (95% and above)

Good Attenders

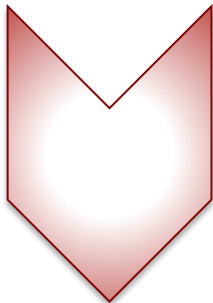
- Positive reinforcement



STAGE 1 - BELOW EXPECTATIONS (94%-90%)

Attendance Concerns

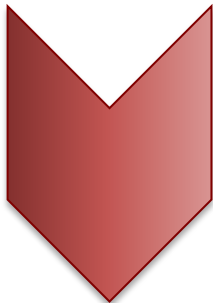
- Approx 6-19 days missed / 30-95 lessons
- Stage 1 letter - raise awareness
- Parental survey
- Monitoring for up to 6 weeks
- Home visits may occur if absence persists



STAGE 2 - SIGNIFICANT CONCERN (Below 90%)

Persistently Absent

- Approx 19+ days missed / 95+ lessons
- Stage 2 letter - senior leader monitoring
- Parent/carer meeting
- Monitoring for 3 weeks (100% expected)
- Attendance Action Plan implemented



STAGE 3 - CRITICAL CONCERN

At Serious Risk

- If attendance continues to be very low (e.g. severe absence):
 - Weekly monitoring meetings
 - Referral to Local Authority
 - Possible legal intervention (fines or court action)



In addition to this, any child showing 10 unauthorised absences in a 10-week period will automatically be referred to the local authority.