



Attendance at Wallsend Jubilee Primary School

Key Staff:

Mr D Harrison, Head Teacher
Miss L Williams, Attendance Lead

Attendance Flow Chart

Please refer to our Attendance Policy for more information

Amber Attendance Zone (between 90-95.9%) – Attendance Lead will send a letter to Parents/Carers via ParentMail



Red Attendance Zone (Below 90%) – Attendance Lead will send a letter to Parents/Carers via ParentMail, attendance will be monitored for 4 weeks following this and Mr Harrison will be informed.



If poor attendance continues following the monitoring period, Parents/Carers will be invited in for a meeting with the Attendance Lead, alongside the child's class teacher where possible. Mr Harrison will also be informed.



If Parents/Carers do not engage with school and/or no improvements are made, the Attendance Lead may seek advice from the Attendance and Placement Service and Mr Harrison will be informed.



Attendance 69% and below – the Attendance Lead is required to make a referral to the Attendance and Placement Service, who will take legal action. Mr Harrison will be informed.

Please note attendance letters for pupils in the Amber and Red zones will be sent on a half termly basis. This pathway may look different for each pupil depending on individual needs and their specific attendance barriers.