

## Authorising Absence – Medical Evidence

Intervention Level	Criteria	Attendance Guide	Evidence required
Universal	Rarely absent Fewer than 3 broken weeks in a half term Fewer than 5 broken weeks in a term Green monitoring group	96% or greater	Note or phone call from parent/carer.
1	Amber monitoring group	93-96%	Note or phone call from parent/carer.
2	Attendance Action Plan Blue monitoring group	92-93% attendance	Medical professional evidence preferred.
3	PWO Fast Track/PWO List	Depends on context	Case Review  Medical professional evidence required.  A note or phone call from parent/carer may be accepted in exceptional cases at PWO discretion.
4	OTPA Red monitoring group	0-92% attendance	Medical professional evidence required.
5	Formal intervention	Depends on context	Medical professional evidence required.

### Acronyms

PWO - Pupil Welfare Officer

OTPA – On Track for Persistent Absence (absence lower than 90%, which represents 6 months of absence in 5 academic years)