



# Attendance Flow Chart

Attendance is monitored on a fortnightly basis



Attendance falls below 95% - child's attendance is noted and reviewed regularly in attendance meetings



Where no clear improvement is seen (reviewed on a case by case basis to allow individual circumstances to be taken into consideration) then a monitoring letter will be sent



Following monitoring letter, if no sustained improvement in the following weeks then parent / carer invited to attend meeting with Headteacher to discuss what can be done to support an improvement and what barriers there currently are



Child's attendance continues to have no significant improvement and no extenuating circumstances for this. Consideration given to creating an attendance EHA with parent/carer consent.

Child's attendance shows signs of improvement, will continue to monitor and work with family to ensure improvement continues.



Refusal to engage with school and/or no extenuating circumstances that can be taken into account then a referral to local authority will be made for issuing of fixed penalty notice.

Where a child's attendance falls below the threshold and there is no significant improvement, the school may take the action of not authorising any further absences

At all stages the school will look to engage with the parent / carer to support in improving attendance. However it remains to be a legal requirement for parent / carers to ensure their child attends school



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