Attendance Flowchart

Cumulative Attendance Tracked (Reviewed Termly and shared with parents at consultation evenings)

Stage One

Attendance below 93%

Send initial concern letter home

Attendance improves and reaches 93%

97% attendance over

the monitored 10 days

97% attendance over

the monitored 20 days

Well done letter sent home No further action

Attendance does not improve to 93% or declines

over the next 10 days

Stage Two

Phone call home

Send ongoing concern letter home which contains a feedback form for parent to complete

and return to school

Attendance monitored for ten days

Attendance improves

Well done letter sent home

Monitor at Stage Two until attendance reaches 93%

Attendance does not improve or declines over the next 10 days

Stage Three

Send serious concern letter

Invite parents in for School Attendance Panel Meeting

SLT to consider EBSA (Emotionally Based School Avoidance)

Attendance is monitored for 20 school days

Attendance improves

Well done letter sent home

Continue at Stage three and parents to attend SAP meetings until attendance

reaches 93%

Attendance does not improve or declines over the next 20 school days Stage Four

Send Referral letter for Fixed Penalty Notice

Formal procedures

At every step of this process, there will be ongoing communication between school, parents and pupils to ensure we can support the needs of all involved as best we can.