Attendance Procedure – Flow Chart

Child's attendance falls below 95%.

Letter 1 sent, advising the parent/carer that attendance needs to improve.

Parent/carer asked to attend a meeting with class teacher and/or Deputy Head. **Letter 2** sent with agreed actions/targets.

Parent/carer asked to attend a meeting with Head of School. **Letter 3** sent with agreed actions and targets.

Referral is made to the Local Authority School Attendance Lead.

Penalty charge notice issued.

NO

NO

NO

NO

Does child's attendance improve?

Does child's attendance improve?

Does child's attendance improve?

Does child's attendance improve?

YES

YES

YES

YES

Child's attendance is monitored fortnightly in line with school policy.