Attendance Procedure – Flow Chart

A child's attendance falls below 96%

↓

Pastoral phone call is made and letter 1 is sent advising the parent / carer that attendance needs to improve.

↓

Does child's attendance improve?

↓

🙂

Letter 2 is sent inviting the parent / carer to attend a meeting with Inclusion Lead. Attendance targets set and actions agreed.

↓

Does child's attendance improve?

↓

🙂

Letter 3 is sent inviting the parent / carer to attend a meeting with Inclusion Lead and Headteacher. Attendance targets set and actions agreed.

↓

Does child's attendance improve?

↓

Referral is made to Local Authority Inclusion Officer.

A penalty charge notice may be issued.