

# Attendance Concerns Flowchart



Children's attendance to school is monitored on a case by case basis and actions and interventions are carried out as required. We want to work with you and your child in a supportive manner to improve and maintain good attendance

**IF A CHILDS ATTENDANCE FALLS BELOW 95%**

If there are emerging concerns about attendance, a letter will be sent out outlining our concerns and reminding parent/carers of the importance of good attendance and encourage parents/carers to seek support and advice.

**DOES CHILDS ATTENDANCE IMPROVE?**

**YES**

No further action. Child's attendance is monitored in line with school policy.

**NO**

A second letter will be sent home to parents. Where appropriate, medical evidence will be requested to authorise additional absences.

**YES**

No further action. Child's attendance is monitored in line with school policy.

**DOES A CHILDS ATTENDANCE IMPROVE?**

**NO**

- Parent/Carers will be invited into school for a meeting with Attendance Lead. Attendance action plan will be agreed
- Fixed Penalty Notice warning letter will be sent if there are further sessions of unauthorised absences.

**YES**

Child's attendance is closely monitored in line with school policy. Medical evidence will still be requested to authorise additional absences.

**DOES CHILDS ATTENDANCE IMPROVE?**

**NO**

- **Fixed Penalty Notice will be requested**
- or
- **A refferal will be made to the Educational Welfare Service**