Attendance Procedure Flow Chart

Attendance Monitored weekly. Under 96% data collected and monitored.

Vulnerable groups and known persistent absences monitored separately.

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Attendance triggers 6 missed sessions (3 days) (Unauthorised)

Attendance team to send out a letter to parent (s)/carers requesting improvement in attendance and offering support from school or school nurse or family support.

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Attendance triggers 12 missed sessions (6 days)

Attendance team to invite parent (s) for a meeting to discuss improving attendance.
Sign the attendance contract if needed.
No further
authorised absence for illness without medical evidence.

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Attendance triggers 16 missed sessions (8 days)

Attendance team to invite parent (s) for a meeting to discuss improving attendance.
Attendance contract signed.

Monitor improvement within 2 weeks intervals and discuss further absences.

If improvements have been made—phone calls to praise achievement.

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Attendance triggers 20 missed sessions (10 days)

Absence Team (MD) to contact Ismail requesting Inclusion Team's involvement.

Inclusion Team to contact parent and warn of consequences for further absence.

Inclusion Team to discuss legal consideration (complex case panel for legal sanctions.).