

Attendance Flow Chart

All Children receive a letter in July with their end of year attendance figure for parents information.

September 2022 a letter will be sent to all parents outlining expectations for the year.

Any parent of a child who had an attendance of below 90.0% in July 2022 will be invited to a meeting the first week in September. They will be given a 4-week monitoring period to start the year and if there are any absences they will be contact by our attendance consultant Cherie Green by telephone call or home visit.

Any parents of a child who had an attendance of below 95% in July 2022 will be put on a monitoring list and will receive a phone call if their child is off in the first half term.

Attendance improves
no further action

If there is an attendance issue the parents will be contacted by the school attendance officer

On attendance issues.
No further action.

In September all children will start with a 100% attendance record. If a child's attendance drops below 95% a letter of concern will be sent home and this will be the start of a 4-week monitoring period.

Any absences in this period will result in the parents being contacted by our attendance consultant Cherie Green by telephone call or home visit.

On attendance issues.
No further action.

Attendance improves. No
further action.

If attendance does not improve the parents will invited to an attendance meeting where a 2-week monitoring period will be issued and medical evidence will be needed for any absences. If this is not provided illnesses will be recorded as unauthorised.

Attendance improves. No
further action.

If the child receives 6 unauthorised absences within a 6-week period (3days absence) the parents will be issued with a penalty notice of £60 per parent per child.

If this child's attendance does not improve once the penalty notice has been issued, the school will have no other choice than to start prosecution procedures.