# Attendance Procedures Flow Chart



Although parents/guardians/carers have the legal responsibility for ensuring their child's good attendance, the Principal and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. The procedures below are followed to ensure that this happens. Attendance is monitored weekly by the Vice Principal, the Alliance Directors and your Form Tutors.

### School target is 96%

Where concerns are raised the following actions are put in place.

# Stage 1 (93%-95.99%)

Pupil's attendance is 96% or below. Attendance Letter 1 sent by Alliance Director to parent/carer and support is offered.

School continues to monitor attendance. Any further absences will trigger actions from Stage 2 or Stage 3.

## Stage 2 (90%-93%)

Attendance letter 2 sent by Alliance Director to parent/carer and a meeting is held to complete an Attendance Contract.

No further absences and attendance improves. Letter sent to parents about improved attendance.

Stage 3 (- 90%)

Attendance letter sent by Alliance Director to arrange a meeting with the Vice Principal and external attendance adviser

Parent/carer attends meeting in school and agreed support, where appropriate, is put in place through an Action Plan

Parent/carer does not attend meeting and pupil's attendance is monitored for one week and it continues to decrease.

A home visit will be arranged.

School continues to monitor attendance. Any further absences will trigger actions from Stage 3 or Stage 4.

Stage 4 (90% and below and fails to improve)

Parent/carer is invited to an Attendance Panel with external adviser and Vice Principal to plan discussion around legal action

\*Where parent is mentioned above, it refers to all parents, guardians or carers of the child

#### Stage 5

Attendance does not improve. School/Borough start court proceedings.