MUDEFORD INFANT AND MUDEFORD JUNIOR SCHOOLS ATTENDANCE FLOWCHART

At the beginning of the school year

Make parents aware of 'Beginning of the year' letter

Ongoing monitoring of attendance

Monthly sharing of attendance data, Attendance Review meetings – Headteacher/SLT plus PP/SEN leads
Reward systems are identified in the school including certificates and house points for attendance

Attendance falls below 95%over a minimum period of half a term: class teacher to contact parent when attendance initially falls below 95%

Attendance falls below 90% over a minimum period of half a term: HT or member of SLT to contact parent – this could be a letter of concern or an invitation to a meeting (either with school or external professional).

In the following half term there is an expectation of an improved attendance record. If attendance does not improve, then a second letter of concern or invitation to meet with the Headteacher.

Attendance Action Plan
Date of review meeting agreed

No improvement in attendance
Meeting with Headteacher and representative of the Governing Body.

Attendance Action Plan
Date of review meeting agreed

Decisions and actions from Local Authority

Penalty Notices, legal action or other outcomes

IMPROVEMENT
Phone-call home, send 'Improvement' letter and monitor

Referral for support outside of the Dorset Attendance Service process
Support and intervention from Student Support, Learning Support etc. Review period set and expectation that attendance will improve