



ATTENDANCE FLOWCHART

HT = Headteacher
 PW = Pastoral Worker
 AO = BCP Attendance Officer
 SO = School Office

At the beginning of and during the school year
 Make parents aware of importance of good attendance via coffee mornings and leaflet; newsletter reminder of expectations

Ongoing monitoring of attendance
 Weekly sharing of attendance data in newsletter, Monthly register monitoring, All absences followed up by SO, Periodic 'how good is my attendance?' letter sent home, Attendance can be reviewed on Arbor Parent Portal. Persistent lates and absence tracked by PW & HT, Termly review with governors, Attendance Review meetings PW & HT (depending on rate of absence)

Support and Intervention from PW, SENDCO, Early Help, social care, school nursing team, GP scheme etc. Review period set and expectation that attendance will improve.

Attendance falls below 90%
 (Autumn Term: 90%)
 PW liaison with Class Teacher. Check sibling attendance. Possible PW support meeting

Send 'Concern Below 95%' letter from SO
 (Below 90% in Autumn Term)
 Monitor

Attendance falls below 90% or fails to improve.
 2nd Attendance concern letter from HT 90% / lack of improvement letter sent PW / HT meets parents to explore issues.

Attendance Action Plan Meeting (HT / PW / AO if appropriate)
 Agree action & review period

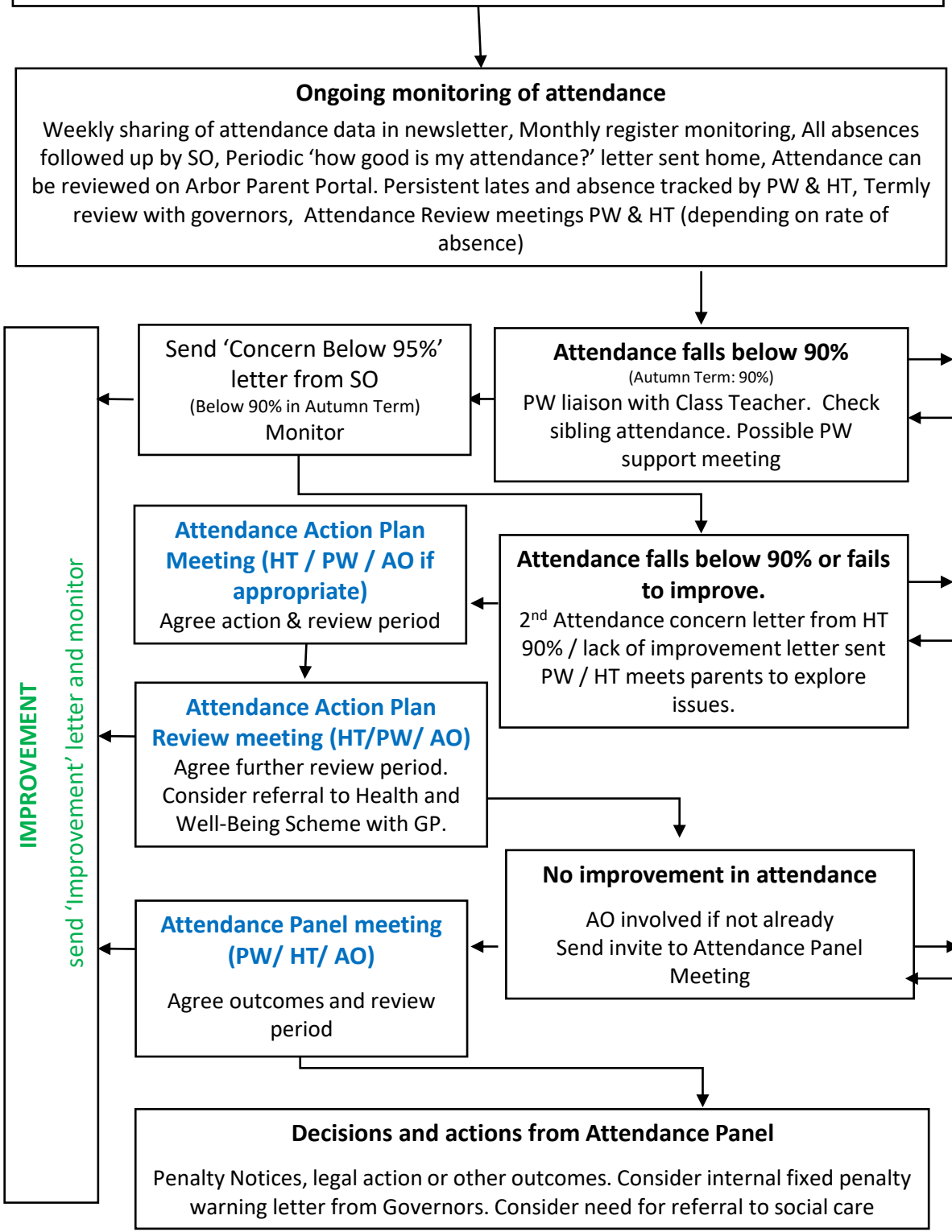
Attendance Action Plan Review meeting (HT/PW/ AO)
 Agree further review period. Consider referral to Health and Well-Being Scheme with GP.

No improvement in attendance
 AO involved if not already
 Send invite to Attendance Panel Meeting

Attendance Panel meeting (PW/ HT/ AO)
 Agree outcomes and review period

Decisions and actions from Attendance Panel
 Penalty Notices, legal action or other outcomes. Consider internal fixed penalty warning letter from Governors. Consider need for referral to social care

IMPROVEMENT
 send 'Improvement' letter and monitor



0-2 Days	99-100%	Excellent – children are accessing all learning opportunities	Class teacher to discuss absence and monitor	<ul style="list-style-type: none"> Likely enjoyment of school Positive friendships Helping the class have best attendance Motivated to learn
4-8 days off	96-98%	Good – very few learning opportunities are missed		
10 – 14 days off	93 – 95%	Risk of underachievement	Pastoral worker to discuss absence and monitor	Possible actions: <ul style="list-style-type: none"> Letter from school office notifying attendance concerns & offer of support Meeting with pastoral worker to discuss strategies to improve attendance Attendance action plan (eg school nurse, GP, managing appointments, overcoming anxiety) in consultation with a senior leader Letter of improvement when back in the green zone Escalate to headteacher if no improvement
15 – 19 days off	90 – 92%	High risk of underachievement There may be: <ul style="list-style-type: none"> Difficulty transitioning back to school Difficulty engaging in lessons and following the Community Rules Friendship issues Anxiety about attending school 		
20+ days off	Under 90%	Severe risk of underachievement	Pastoral / Headteacher to discuss absence and monitor	Possible actions: <ul style="list-style-type: none"> Letter from the pastoral worker and / or headteacher meeting to discuss serious concerns Fast track attendance action plan with 3 weekly monitoring Local authority involvement & support Attendance panel Team Around the Family meeting Home visits Letter of improvement when moving back to the orange then green zone Fines for unauthorised absence
28+ days off	Under 85%	Extreme risk of underachievement		