

## ATTENDANCE FLOWCHART FOR CONTINUING CONCERNS



Daily attendance check & phone call home to determine reason for absence. If social care are involved, they are notified by Attendance Lead (AL).

AL monitors absence to date weekly to ensure attendance improves.



Discussion with Head, 1st formal letter sent if below 90% with unauthorized absences.



Attendance improves – revert back to daily attendance checks / phone call home for absences



Absence continues to be a concern –
AL to contact parent / carer to offer
support via Early Help Assessment
(EHA) and refer to appropriate
agencies (eg. School nurse)



Parent / carer attends meeting and EHA support. Attendance monitored closely by AL weekly. Attendance plan to be included in EHA.



Parent / carer sent invitation by AL letter to attend meeting to discuss attendance concerns and EHA offered.

Unauthorised absence continues and parent / carer does not engage with support offered, AL makes referral to the LA for legal proceedings to take place.