



Burton C of E Primary School

ATTENDANCE FLOWCHART

HT = Headteacher
DHT = Deputy Head
PSW = Pastoral Support Worker
LAAS = LA Attendance Service
AA = Admin Assistant

At the beginning of the school year

Make parents aware of importance of good attendance via 'Beginning of the year' letter / leaflet; Newsletter reminder of expectations
Somerford and Grange Pyramid to arrange half-termly Attendance Panel meetings with LAAS.

Ongoing monitoring of attendance

Weekly class attendance competition, Fortnightly sharing of attendance data in newsletter, All absences followed up by AA daily, Regular register monitoring & follow up by PSW, Half Termly 'how good is my attendance?' letter sent home & 100% MME badges, Persistent lates and absence tracked by SENDCO/PW & HT, Termly review with governors, Attendance Review meetings HT & PW

Send 'Concern Below 95%' letter at half term/ end of term
Monitor

Attendance falls below 95%

Autumn Term: 90%

Liaison with Class Teacher. Check sibling attendance.

Attendance Action Plan meeting (HT / PW)

Agree action & review period

Attendance falls below 90% or fails to improve in following half term.

PW / HT phones home. 'Concern Below 90%' / Lack of improvement letter – request meeting

Attendance Action Plan Review meeting (HT/PW)

Agree further review period.
Consider referral to Health and WellBeing Scheme with GP.

Attendance Panel meeting (PW/ HT/ LAAS. (Grange))

Agree outcomes and review period

No improvement in attendance

Agree Attendance Panel date and send appropriate % letter

Decisions and actions from Attendance Panel

Penalty Notices, legal action or other outcomes. Consider internal fixed penalty warning letter from Governors.

IMPROVEMENT

send 'Improvement' letter (half termly attendance letters will reflect improvement) and monitor

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

Referral for support from LA Attendance Service