

ATTENDANCE FLOW CHART

ALL DAY, EVERY DAY, ON TIME

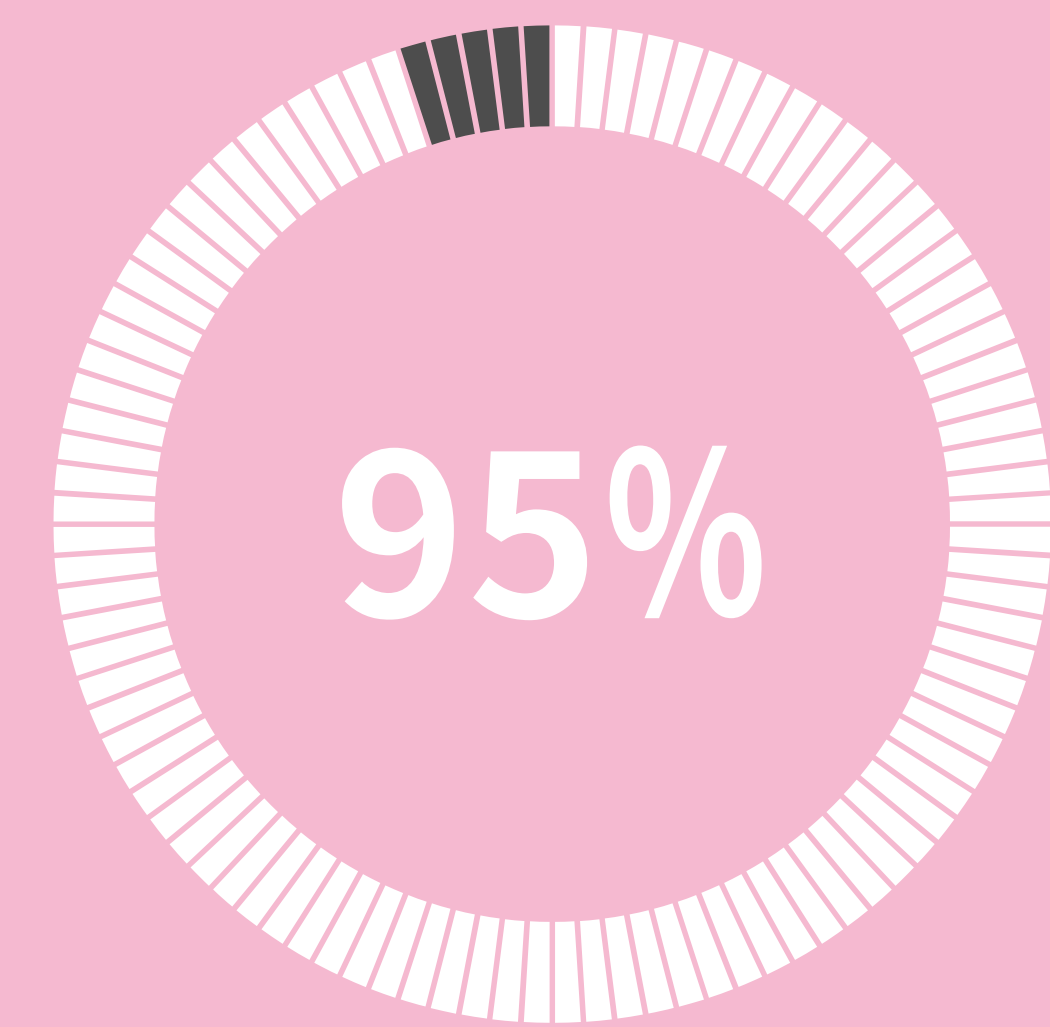
STAGE 1

STAGE 2

STAGE 3

COMMUNICATION 1

Child's attendance has fallen below 95%



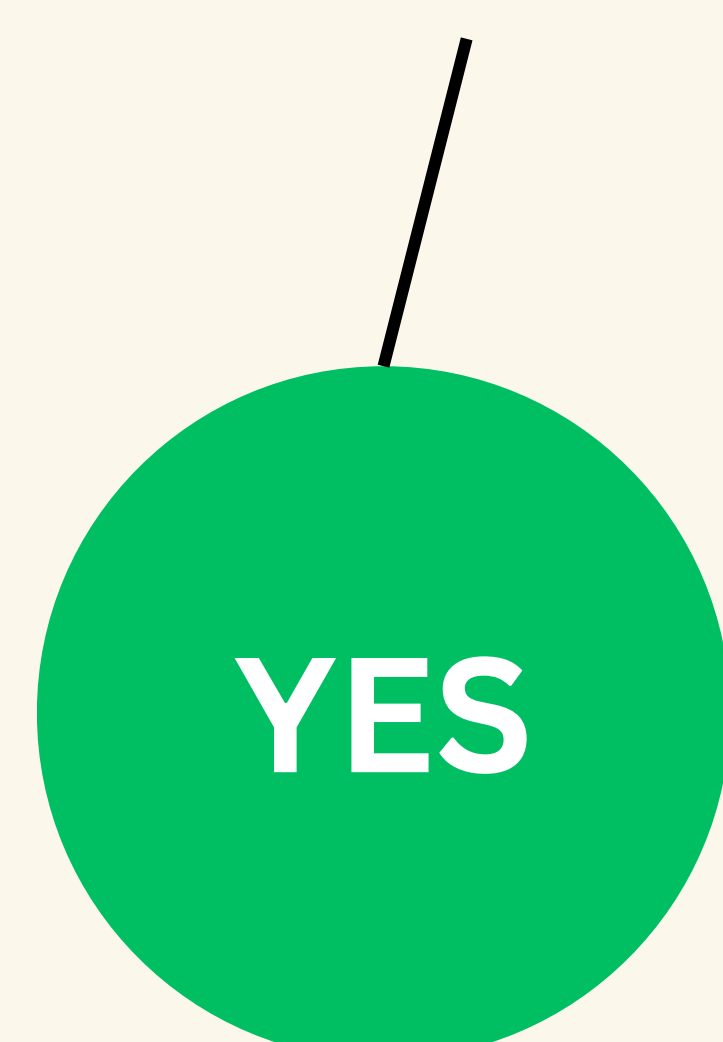
MUST

- Conversation with or phone call/text message to parent/carer

SHOULD

- Send Letter 1
- Meeting with parents/carers and staff
- Complete Proforma A - Listening and Understanding Summary

Is there improvement?



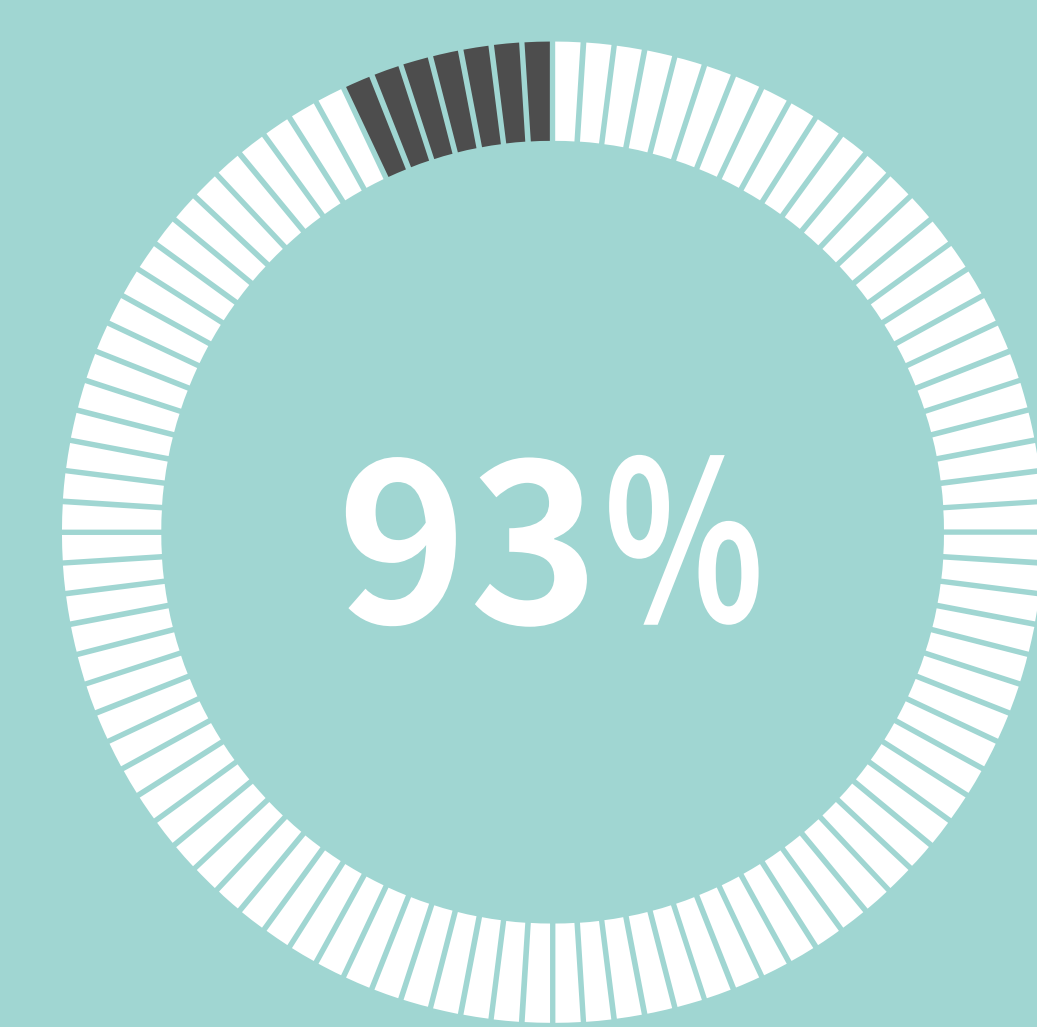
Monitor until attendance above 95%. Send letter of congratulations



Move to Communication 2

COMMUNICATION 2

Child's attendance has fallen below 93%



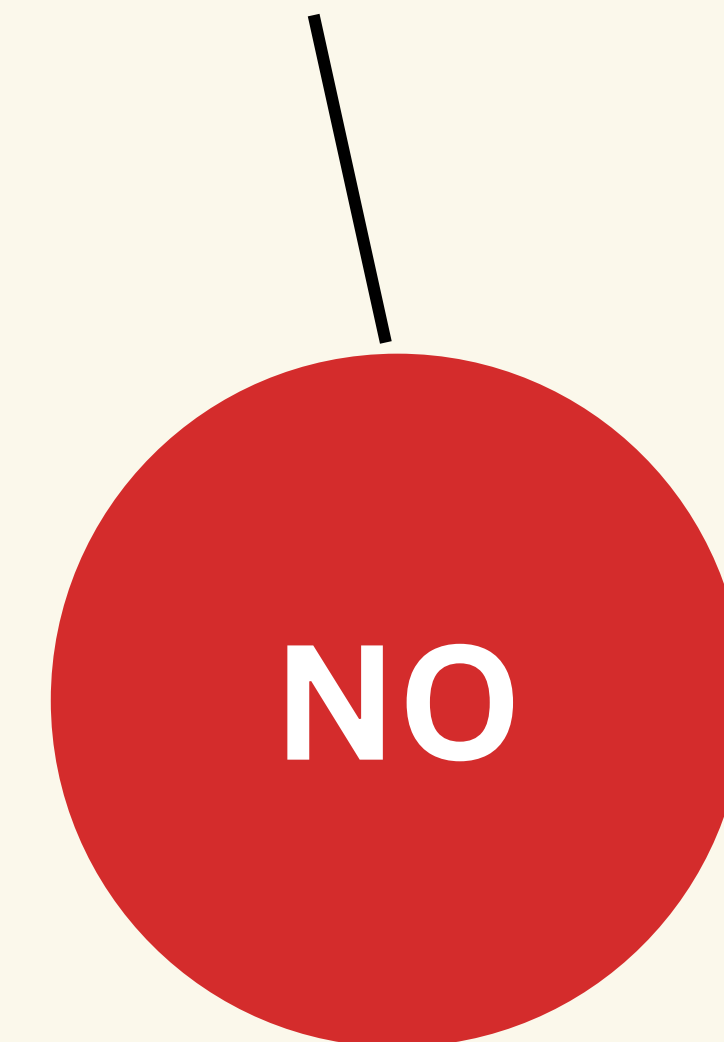
MUST

- Phone call or text message to parent/carer
- Send Letter 2
- Meeting with parents/carers and staff
- Complete Proforma B - Early Intervention Plan

Is there improvement?



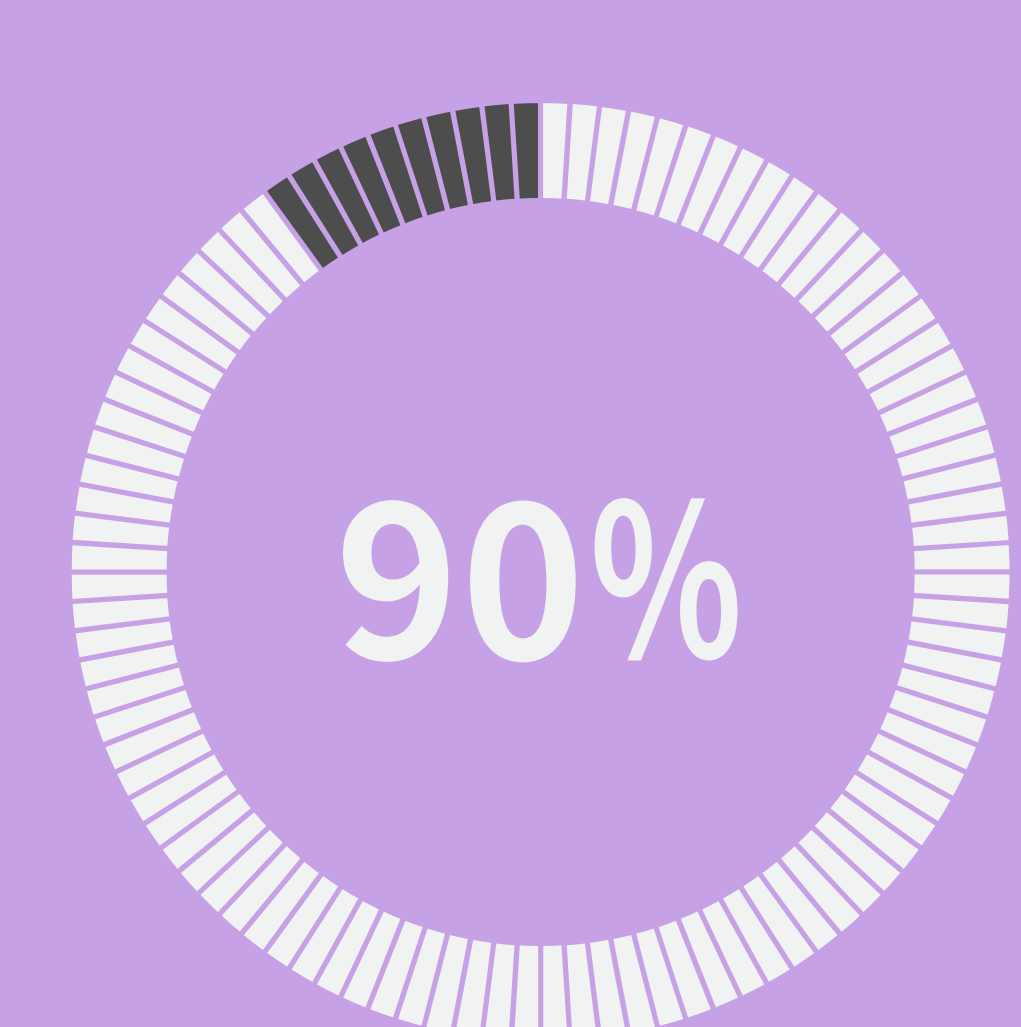
Monitor until attendance above 95%. Send letter of congratulations



Move to Communication 3

COMMUNICATION 3

Child's attendance has fallen below 90%



Note: Medical evidence must be shown for absences

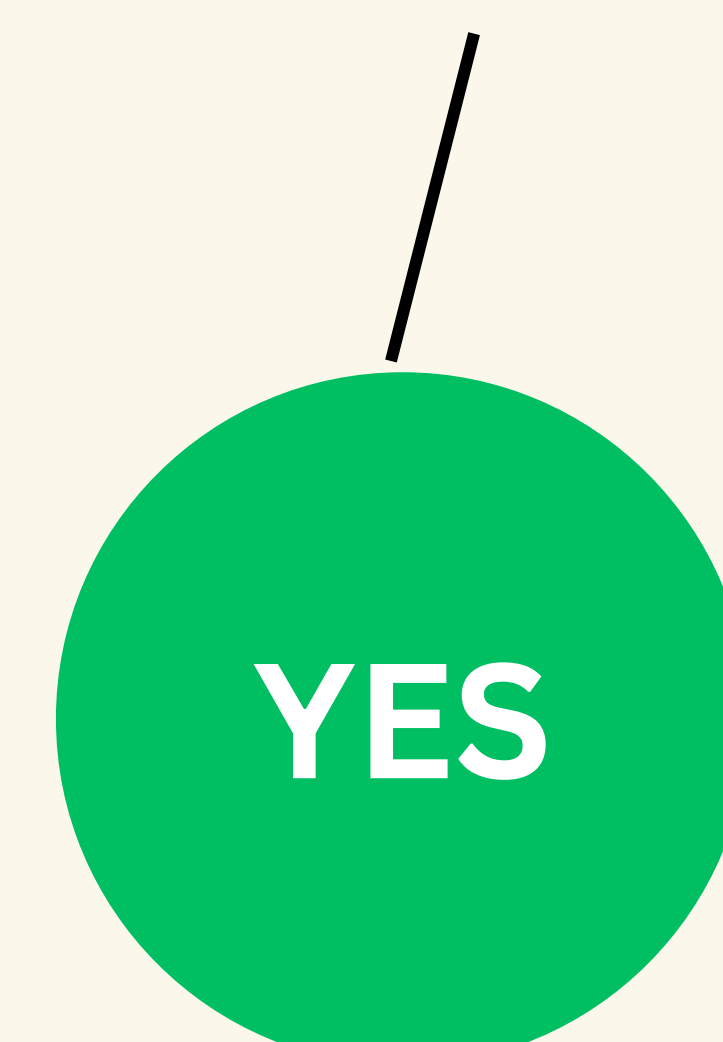
MUST

- Send Letter 3
- Meeting with attendance lead and parents/carers
- Complete Proforma C - Attendance Support Plan and agree objectives

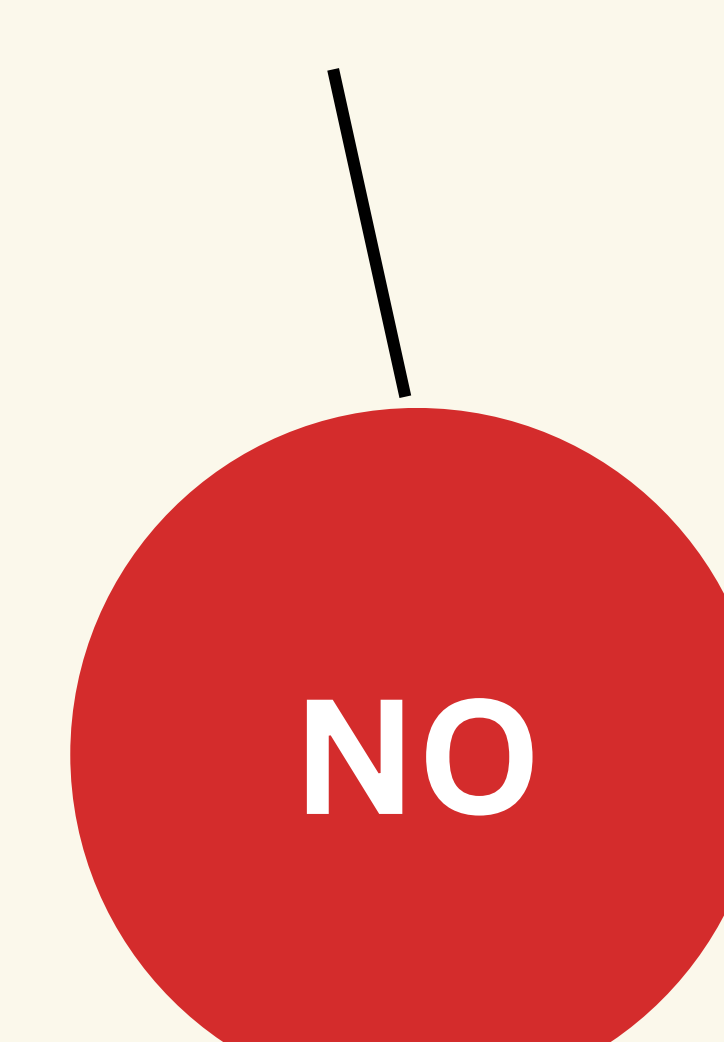
SHOULD

- Use the Attend Framework where appropriate to support conversations with families in completing Proforma C

Is there improvement?



Monitor until attendance above 95%. Send letter of congratulations



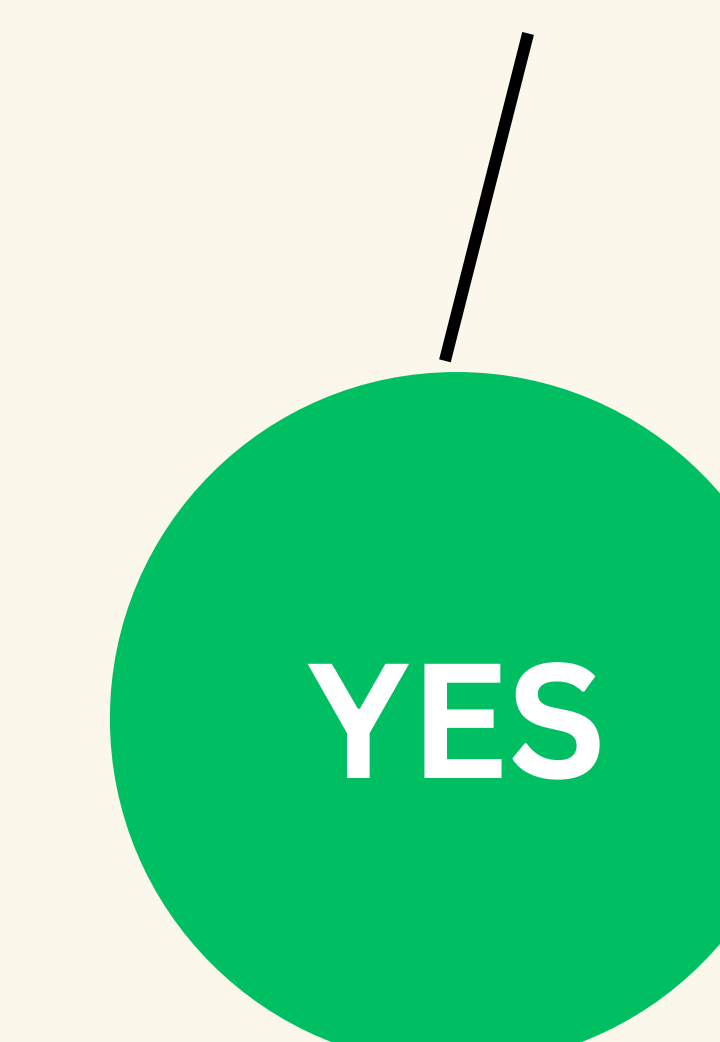
Move to Fixed Penalties stage

FIXED PENALTIES

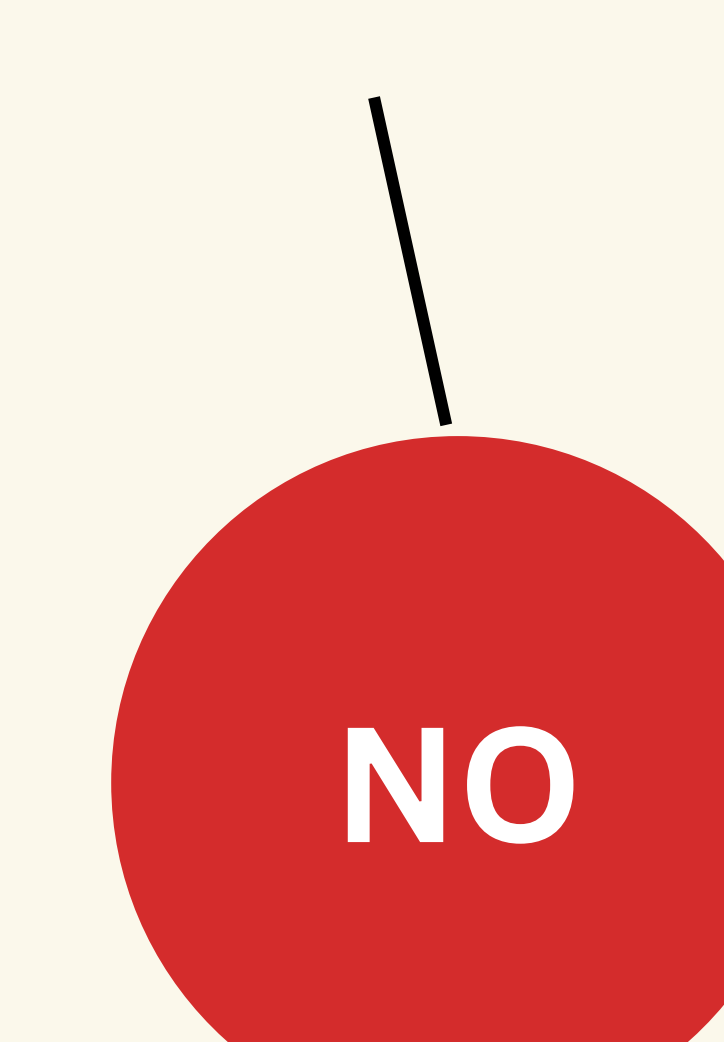


- Send Letter 4 explaining there have been 10 unauthorised absences (20 sessions) in a 3-month period
- Headteacher to decide whether fine issued or not issued
- Before considering fixed penalties, schools **MUST** demonstrate that they have engaged with families to complete proforma C

Is there improvement?

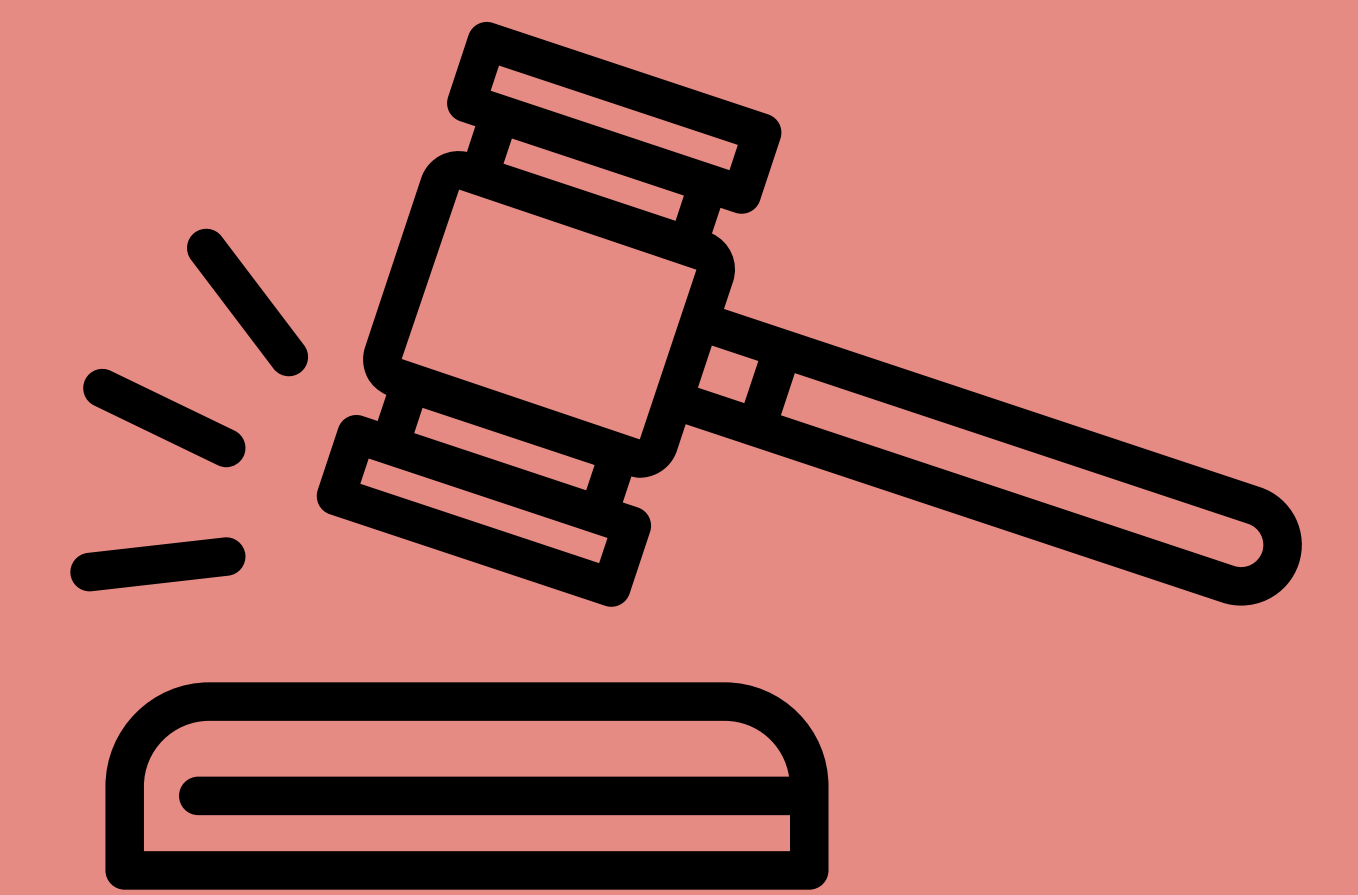


Monitor until attendance above 95%



Move to Prosecution stage

PROSECUTION



- Process led by the local authority - click on link below
[North Somerset Somerset](#)
[Bath and North East Somerset](#)

1 If you have had a Fixed Penalty Notice, we are now proceeding towards prosecution

2 Letter to improve attendance in 14 days. School to monitor daily. No improvement, move to Stage 3

3 Letter and meeting with Attendance and Key Stage leads. Set target of 100% for four weeks. No improvement, move to Stage 4

4 Review meeting with Attendance and Key Stage leads. Review targets and set target of 100% for four weeks. No improvement, move to Stage 5

5 Review meeting with Attendance and Key Stage leads. Improved attendance, no further action. No improvement, case sent to local authority for prosecution