Attendance actions flowchart

Attendance falls below 93% → Text sent to parents

Attendance falls below 90% → Letter of concern sent and evidence required for all absences

Attendance has not improved one month after concern letter sent → Meeting with EWO and/or Head Teacher

Early Help Offered.

(Monitor 10 weeks for legal action decision)

→ If attendance deteriorates further meetings will be held with EWO and attendance Officer

→ Further absence

→ Legal referral to Local Authority