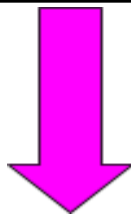


Attendance Monitoring and procedure Flowchart

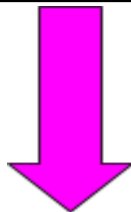
Attendance Letter to all informing parents about their child's attendance. (every half term)



Attendance up to 96% is good - no actions needed
Attendance 93% - 95% nearly there (teachers informally speak to parents)
Attendance 90-92% concerning (teacher to invite parents to a meeting and discuss attendance - agree review within 4 weeks-Attendance Leader to oversee and analysis impact)



Attendance below 90% letter for initial informal meeting with Attendance Leader. (sent letter 1 Invite to Informal meeting)
Attendance not improved after 2 meetings with teachers - Attendance leader to invite parents to informal meeting. below 93% (sent letter 1 invite to informal meeting.



Attendance not improving after informal meeting - Invite to an official Attendance meeting. (possibly create attendance action plan and involve Early Help, Parental Support Worker) (sent Letter 2 invite to formal attendance meeting)

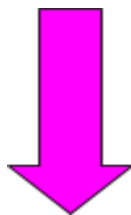
- at attendance meeting inform parents that further absences will not be authorised without medical evidence
- Set a monitoring period for 15 days.

Review Meeting:

- if improved inform parents that the attendance will continued to be monitored. If it falls again an additional review meeting will be called.
- if attendance has not been improved and there are further unauthorised absence inform parents that an Inclusion Panel meeting will be called to discuss attendance.



Attendance not improving after Attendance meeting. Inclusion Panel meeting with Dorset Council - notes sent to Nicky 5 days in advance - agree review dates



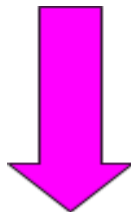
Attendance not improving after Inclusion Panel meeting -
Penalty notice request to Dorset Council.

MONITORING OF LATENESS

Should a pupil have less than 3 L marks - teacher to speak with the parent at collection.



Should a pupil accumulate more than six L marks - Letter to be sent to parents



If further L marks are register Headteacher to invite parents to discuss lateness and discuss further support. (Early Help, Family Support worker)