

## Flow chart of attendance procedures

**Letter 1:** Attendance Letter to all Parent and Carers highlighting the importance of attendance at the academy.



**Stage 1: Head Teachers Concern Letter:** All students below the 90% threshold will receive a letter expressing concern over child's attendance.



- Daily phone calls completed to encourage attendance at school. Phone call to ascertain reason for absence.
- Home visits completed after two day non absence



**Stage 2: Letter sent to Invite to SARM Meeting:** If the child's attendance remains below the 90% threshold. Parents/Carers to meet Attendance officer and Year Group Coordinator to discuss attendance patterns

- SEND support offered if required
- Early help referral offered if required.
- Explore part time table if appropriate

SLT member invited to the meeting if situation remains a serious concern.



**Stage 3: Fast Track process started:** All relevant evidence sent to local authority for families who have not engaged with the support provided.

Fines issued for continuous absence from school.