Appendix A Attendance Concerns Action Flow Chart



Child's attendance falls below 95% Learning hours lost: 47.5 hours "Cause for Concern"

The child is highlighted and monitored. Letter sent to parents/carers.

Step 2

Child's attendance does not improve over a two week period.

Meeting called between parents/carers and Head Teacher to discuss reasons for absence, support needed and targets set.

Step 3

Child's attendance falls below 90% = "Persistent Absentee"

Learning hours lost: 95 hours

"Unsatisfactory"

Weekly meetings called between parents/carers and Head Teacher to monitor attendance.

Step 4

Child's attendance does not improve over a three week period.

Education Welfare Service engaged.