

SAMPLE - PRIMARY SCHOOL FLOWCHART FOR ATTENDANCE MONITORING (ESCALATION PROCESS)



**Learners for Life,
Farmers Forever**

MONITOR ATTENDANCE (at a minimum of every half term but more frequently if more appropriate to the needs of the school)

Attendance falls below the expected school attendance target (schools should set their own attendance target and base it on 3/5 years previous attendance).

Send initial letter of concern to parents (include registration certificate*)
(PRIMARY STAGE 1 LETTER).

Monitor attendance over the next 4-6 weeks

Send 'Praise' letter and continue to monitor

Attendance improves

Attendance declines

Send 2nd letter to parents* advising that child's attendance is in danger of becoming recognised as persistently absent, therefore school to closely monitor. Parents may be requested to provide medical evidence in order to support absences and school will continue to monitor over next 4 weeks

Monitor attendance over the next 4-6 weeks

Send 'Praise' letter and continue to monitor

Attendance improves

Attendance declines

Send 3rd letter to parents* inviting them to attend a meeting to discuss strategies to support an improvement (set internal 6 week target, offer CAF if appropriate, record conversation and send letter to parents outlining actions to be taken by school and by parents)
(PRIMARY STAGE 3 LETTER)

Monitor attendance over the next 6 weeks

Send 'Praise' letter and continue to monitor

Attendance improves

Attendance declines

Send letter to parents* advising them that as attendance has not improved despite various supporting strategies, a discussion with ACE Service (Traded 01926 413777) **OR** alternative provider** (as appropriate) for possible further intervention
(PRIMARY STAGE 4 LETTER)

Continue to monitor and maintain communication with parents

Stage 5 is Prosecution