

Attendance Flow Chart - St. John's

Primary School 2018-2019



All contact and support will be recorded

Is attendance over 96%?

Yes

Praise
Attendance reward system

No

Has the child had a holiday for more than 5 days (10 sessions)?

Yes

Penalty notice

No

First letter asking for an improvement—even when the reasons are known

4 weeks

Has attendance improved?

Yes

Praise
Monitor over next 4 weeks
Attendance reward system

No

Phone call from HSLW to offer help and support and say how important it is to improve

2 weeks

Has attendance improved?

Yes

Praise
Monitor over next 4 weeks
Attendance reward system

No

Meeting with HT help + support offered

2 weeks

Has attendance improved?

Yes

Praise
Monitor over next 4 weeks
Attendance reward system

No

No more authorised absence without evidence

AND Referral to ALP **OR** Referral to EHH **OR** Penalty notice

96% attendance is the national average for a child's attendance.

95% = 9½ days attendance in 10 days (20 sessions)

(19 sessions)