Attendance Process Flowchart

Non-Engagement v Engagement

❶ Further unauthorised absence - Send **out Attendance Contract Meeting Initial Invite*** with *at least 1 weeks' notice* to invite parent(s)/carer(s) to a meeting where attendance can be discussed, offers of support from other agencies and agreements made where **an Attendance Contract*** is to be signed

Non-Engagement

❷ Parent(s)/carer(s) failed to attend the Attendance Contract Meeting - Send out **Attendance Contract Meeting – Second Invite*** with *at least 1 weeks' notice*

❺ Parent(s)/carer(s) failed to attend the Second Attendance Contract Meeting - Send out **Failed to Attend Attendance Contract Meeting Letter*** with *a review period of 5-8 weeks*

Review period stated in Failed to Attend Letter includes 10 or more sessions of unauthorised absence

Engagement

❸ Parent(s)/carer(s) attend meeting to be involved in agreements made to improve attendance and sign **Attendance Contract*** with a *review period of 5-8 weeks*

❹ Provide parent(s)/carer(s) with a copy of **Attendance Contract and Outcome Letter*** at the end of the meeting

❼**(a)** If parent(s)/carer(s) are engaging but improvement is not sufficient – Send out **Review Attendance Contract Meeting Invite*** to invite parent(s)/carer(s) for a further meeting to review effectiveness of contract and amend as necessary

Failure to comply with amended contract and/or no improvement by the review date set at meeting

❽ Send out **Notice to Improve*** with a *review period of 3 weeks*

❾ If there is further unauthorised absence during the *improvement period of 3 weeks* - Send out **Referral to AST for Legal Intervention Letter*** and refer to the Attendance Support Team for legal intervention via the Establishment Portal