## Attendance Process Flowchart 2024-25 - Formal interventions that are to be held by the school

Pupil with less than 95% attendance - Send out school's Attendance Letter 1 (School's concerns/expectations). *Review after a minimum of 2 weeks* 

If there is further unauthorised absence - Send out school's Attendance 2<sup>nd</sup> Letter to invite parent(s)/carer(s) in for supportive meeting with School's Attendance Champion. *Review after a minimum of 3 weeks* 

 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

Parent(s)/carer(s) failed to attend the Attendance Contract Meeting - Send out Attendance Contract Meeting - Second Invite\* with at least 1 weeks' notice Unauthorised absences again increase to unacceptable levels contact your ASO to discuss

If the Attendance Contract review period shows fewer than 10 sessions of unauthorised absence and/or an increased attendance percentage, it is considered successful. In this case, send out the Attendance Improved After Attendance Contract Letter\*

 Parent(s)/carer(s) attend meeting to be involved in agreements made to improve attendance and sign Attendance
Contract\* with a review period of 4-6 weeks

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

 Parent(s)/carer(s) failed to attend the Second Offer Panel Meeting - Send out Failed to Attend Attendance Contract Meeting Letter\* with a review period of 4-6 weeks Attendance improved within the *timeframe agreed* upon during the Review Attendance Contract Meeting

 (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

 (b) If parent(s)/carer(s) are not engaging or fail to comply with the Attendance Contract – Send out Warning of Termination Letter\* requesting them to contact the school within 5 days of the letter being sent

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

\*Templates available on <u>LEAP</u>

- denotes step on "Attendance Process 2024-25" document
- Colours reflect step on "Attendance Roadmap 2024-25" document

9 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 Stronger

**Families Hub** 

8 Send out Notice to Improve\*

with a review period of 3 weeks

Ø(a) & Ø(b)

Failure to comply

with amended

contract/no

improvement or no

contact

/engagement from

parent(s)/carer(s)

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