## Long Lane Attendance Flow Chart Student is marked off on Lunch register/office transfer To sims Student present

OR

 Monitoring of patterns of absence, internal conversations about context – mark as 'alert'

Parents will be notified by lette of attendance with graphic (discretion of team)

**↓** 

Parent explanation recorded on sims

**Student Absent** 

If 'Red alert' family then inform Safeguarding lead immediately

Office rings or emails parent by 11 am

Continue to make contact

– if no response by day 2

make safeguarding lead

aware

If there is a concerning pattern or attendance is under 90%, teacher to inform Attendance team (HT, KP, SS) Pupils with less than 96% wil be monitored through the year by attendance team

Pupils with attendance below 90% will be closely monitored and actions taken through the 4 attendance procedure stages.

- 2. Initial informal attendance meeting to establish barriers, impact and resolutions.
- 3. Follow up meeting to address effectiveness of strategies.
- 4. Formal attendance meeting– support plan in place with targets (SLT led)
- 5. Referral to EWO or referral to children's services, possible fine or prosecution

Either;

Attendance team will contact family for initial informal attendance meeting.

OR

Teacher to call home to enquire about pupil.
Teacher discusses the impact of the absence on pupil and offers help and support

Always consider close links with Attendance and mental health, safeguarding and pastoral need – Attendance team includes (FSW, HT and DSL, DDSL and SENDCo)