

Attendance Management Pathway (first, junior and primary)

Following attendance check between 95 and 85% class teacher to speak with parents at pick up or drop off.
Below 95% school to send Letter 1

School to monitor for
four or six weeks

Attendance figures from four or six week period,
if > 90% school to monitor

< 90% send Letter 2

School to monitor for
four or six weeks

Attendance figures from four or six week period,
> 90% school to monitor

< 90% School meeting with attendance officer and parents and student. ERSa form to be completed and signposting to Early Help, CAMHs, GP, SENCO, ELSA and reasonable adjustments implemented for example minibus pick up, buddy system, safe space, exit card, CATs testing, attendance plan, mentor.

School to monitor for
four or six weeks

Attendance figures from four or six week period,
if > 90% school to monitor

< 90% Home visit with member of staff from school.
Review reasonable adjustments and support and
adjust as necessary

Part time or reduced timetables

In rare cases a part time timetable may be appropriate, but [local authority protocol](#) must be followed before implementing this. These should only be used very rarely and always with parental consent, advice from relevant professionals and a clear timeline back to fulltime education

School to monitor for
four or six weeks

Attendance figures from four or six week period,
if > 90% school to monitor

Review student's yearly attendance figure

More than 90% school to monitor.

< 70%, Home visit with SLT and attendance lead. Attendance agreement to be put in place (and 15 day warning FPN if appropriate)

Between 70 – 90% School meeting with SLT
and attendance Lead
Attendance agreement to be put in place

Pursue legal process

- Fixed penalty notice
- Education Supervision order
- Parenting order
- Attendance prosecution

Monitor weekly, if yearly attendance
< 50% refer to EWO

15 day warning triggered when appropriate