ATTENDANCE FLOW DIAGRAM

Universal offer:

- Beginning of year attendance letter to all. Reminded in newsletters with reference to LCC FPN system.
- Monthly and termly meetings with teachers contacting at early stage to raise any concerns regarding attendance.

Missing in education normally within 5 school days or sooner depending on previous history (if unauthorised and unmodified absence

10 consecutive unauthorised absence complete pupil not attending regularly survey.



Stage 1a: Colour coded letter should be sent home with a copy of the pupil's attendance report for any pupil who has dropped below 90%.

Stage 1b. If the absence is less than 50% then school should immediately move to stage 3.



Stage 2a: In school support (identified patterns or below 90% unauthorised attendance)

- Home visits
- Intervention
- In school reward for good attendance
- Peer support
- Seek written evidence from GP if absence relates to medical

Stage 2b: Where there is a specific medical condition that prevents a pupil attending school for more than a week e.g., recovering from surgery, a home learning agreement will be agreed, and work provided including remote learning if needed.



Stage 3a: If there is no improvement then a School Attendance Panel (SAP) meeting will be organised with parents/carers and any other related professionals to agree improving attendance plan.



Stage 4: If the pupil's absence doesn't improve external professionals/agencies will be referred to e.g.

- SEND worker
- **CAMHHs**
- Early help
- Social worker

Stage 4b: If a GP letter confirms that absence relates to anxiety this will be coded accordingly then the EBSA process will be instigated.

can be agreed in specific cases.

At this point a flexible timetable

Stage 5: Warning letter Fixed Penalty Notice



Stage 6: Fixed Penalty Notice letter issues (2 weeks from warning letter, if no improvement)



Stage 7: Legal warning letter (4 weeks from stage 6 action)



Stage 8: Legal letter (2 weeks from stage 7 warning letter)

Stage 5 - 8b:

If a first-time offence is not paid, then school will contact inclusion and attendance team for legal advice.

Repeat FPN that are paid can be prosecuted

15% unauthorised attendance could lead to prosecution

Stage 1 – 4 should be completed on a case-by-case basis however usually would be completed from the point of concern within one full term