Attendance Procedure – Flow Chart

Barcombe C E Primary School

Child's attendance falls below 95%.

↓

Letter 1 sent, advising the parent/carer that attendance needs to improve.

↓

Does child's attendance improve?

— NO →

Parent/carer asked to attend a meeting with class teacher and/or Deputy Head. **Letter 2** sent with agreed actions/targets.

↓

Does child's attendance improve?

— NO →

Parent/carer asked to attend a meeting with Head of School. **Letter 3** sent with agreed actions and targets.

↓

Does child's attendance improve?

— NO →

Referral is made to the Local Authority School Attendance Lead.

↓

Does child's attendance improve?

— NO →

Penalty charge notice issued.

YES (from each "Does child's attendance improve?") ↓

Child's attendance is monitored fortnightly in line with school policy.