

Attendance Monitoring– Flow Chart

Phase 1 – School’s normal attendance monitoring protocols	Phase 2- Meeting with HT & Attendance Action Plan.  Unauthorised Absence – Fixed Penalty Fine.	Phase 3- Attendance or Medical Action Plan	Phase 4 – Attendance & Welfare Services Referral
	Phase 2 letter & meeting always followed up with a Phase 3 Attendance or Medical Action Plan.		

Attendance Monitoring				
Phase 1	Attendance Phase 1 Letter	Attendance has significantly declined over the past 100 school sessions (50 days).	Attendance is being closely monitored by the school and parents/carers should do all they can to ensure their child/ren attends every school day.	No significant improvement after 4 weeks- move to Phase 2
Phase 2	Attendance Phase 2 Letter	Attendance has continued to decline over the past 100 school sessions (50 days) despite the Phase 1 letter and is under 90%.	Meeting with Headteacher to set an attendance/medical action plan.  Action plan will be created without parents/carers if they do not attend the meeting.	Meeting with HT – Action Plan created & shared with family (Phase 3 letter).  No significant improvement after 4 weeks- move to Phase 4
Phase 4	Attendance Phase 4 Letter	Attendance has continued to decline over the past 100 school sessions (50 days) despite the Phase 2 letter and attendance action plan.	Referral made by the school to B&NES Attendance and Welfare Services. Parents/carers to attend a formal meeting with the school’s Attendance and Welfare Officer. Potential legal action by the Local Authority to follow should parents/carers not engage.	Deadline and action plans set with Headteacher and Attendance and Welfare Officer.

Unauthorised Absence Monitoring				
Phase 1	Unauthorised Absence Phase 1 Letter	Attendance register indicates that there have been unauthorised absences in the last 100 school sessions (50 days). Parents/carers informed that 10 unauthorised absences (equivalent to 5 school days) in any 100 school sessions will result in the school referring the family to the Local Authority for a Fixed Penalty Notice.	Parents/carers to ensure that there are no further unauthorised absence.	Unauthorised Absences closely monitored. Should the threshold be meet of 10 or more unauthorised absences in 100 possible school sessions (50 days)- move to Phase 2
Phase 2	Unauthorised Absence Phase 2 Letter	The threshold for 10 or more unauthorised absences in last 100 school sessions (50 days) has been met. Letter informs parents/carers that the school is making a referral to the Local Authority for a Fixed Penalty Notice.	Parents/carers to ensure that there are no further unauthorised absences.	Meeting with HT – Action Plan created & shared with family (Phase 3 letter).  School Applies for a Fixed Term Penalty.

Punctuality Unauthorised Absences Monitoring				
Phase 1	Punctuality Phase 1 Letter	<p>Parents/carers consistently arrive with their child/ren at school late after the register has closed. Parents/carers informed that 10 unauthorised absences (equivalent to 5 school days) in any 100 school sessions will result in the school referring the family to the Local Authority for a Fixed Penalty Notice.</p> <p>A child arriving at school after the register has closed is recorded as an unauthorised absence. For example, a child arriving 5 minutes after the register is closed will be recorded as an unauthorised absence even though they are in school for the remainder of the morning session.</p>	Parents/carers must ensure child/ren arrive at school on time.	Unauthorised Absences closely monitored. Should the threshold be met of 10 or more unauthorised absences in 100 possible school sessions (50 days)- move to Phase 2
Phase 2	Punctuality Phase 2 Letter	The threshold for 10 or more unauthorised absences in last 100 school sessions (50 days) has been met. Letter informs parents/carers that the school is making a referral to the Local Authority for a Fixed Penalty Notice.	Parents/carers to ensure that there are no further unauthorised absences.	<p>Meeting with HT – Action Plan created &amp; shared with family (Phase 3 letter).</p> <p>School Applies for a Fixed Term Penalty.</p>

Term Time Leave Unauthorised Absences Monitoring				
Phase 1	Unauthorised Absence Letter – Term Time Leave Request Phase 1 Letter	Term Time Leave request not authorised but at this point does not meet the threshold of 10 or more unauthorised absences in any 100 sessions (equivalent to 50 days).  Parents/carers informed that 10 unauthorised absences (equivalent to 5 school days) in any 100 school sessions will result in the school referring the family to the Local Authority for a Fixed Penalty Notice.	Parents/carers to ensure that there are no further unauthorised absences.	No further actions required unless unauthorised absences reach 10 or more sessions (equivalent to 50 days).
Phase 2	Unauthorised Absence Letter – Term Time Leave Request Phase 2 Letter	Threshold has been met. Phase 2 letter send to parents/carers.	Parents/carers to ensure that there are no further unauthorised absences.	Meeting with HT – Action Plan created & shared with family (Phase 3 letter).  School Applies for a Fixed Term Penalty.