Attendance Flowchart

STOCKBRIDGE VILLAGE PRIMARY

Attendance Everyday Matters

Teachers praise good attendance ← Thank You letters sent home ← **Recognition of 95%+ attendance across the school**

Alert for any child attending between 90 - 95% in any term.

Early Help

Monitoring Attendance

- Half termly report cards
- share at class level to teacher
- Analyse PPG children (FSM) as vulnerable group
- RAG rate children and track progress

Persistent Absense

Below 90% attendance
- School Panel Meeiting with KB/KMc
- Action plan developed

Non-Attendees
- Action plan designed in absence and sent to parent

Attendance Improves
No further action

Non-Engagement

Referral to Knowsley School Attendance Service → **AIMS meeting with Knowsley SAS** → **Legal court proceedings and a fine**

Holiday Requests

Check guidance and fill out a Holiday Request form at school office

Formal response from HT → All holidays in term time unless exceptional circumstances agreed by HT. → Penalty notice issued

Barriers to Attendance

Transport supported or other barriers removed (in exception circumstances and time frame)

illness → Medical supported meetings for PA children / families with school nurse