

Attendance Meeting Flowchart

Attendance below 90% or persistent lateness is a concern.

Letter sent by school to family sharing attendance percentage and/or number of late marks.

Attandance improves no further action needed. Attendance monitored for improvement over the next 4 weeks.

If no improvement a panel meeting is arranged.

Following meeting attendance is monitored for 6 weeks. If no improvement a notice to improve letter will be sent.

Failure to improve will result in referral to the school attendance service within the local authority or a penalty notice.

Attendance Meetings

When meetings take place, there will be a set agenda as outlined below:

- Meeting date and time
- Register of those in attendance
- Identification of key reasons for absence
- Desired outcomes and the reasons they are needed
- How these outcomes will be achieved, including how the school can support the family in achieving them and how this will affect attendance percentages