Attendance Flow Chart 2022-2023

Guide for parents/carers

If attendance drops below 92%:

Pastoral Team will meet pupil and make contact with parent/carer to alert them to concerns and school expectations

If attendance drops below 90%

Attendance Warning Letter 1 is sent to parents / carers.

Pupil to meet with pastoral lead (Parents/Carers invited)

Any absence will now require medical evidence if it is to be authorised.

If attendance fails to improve

Parent/carer to meet pastoral lead and agree a support plan. Invite letter and agreed outcomes to be sent home and copy filed as evidence

Serious health issues:

HoH to speak to LA Attendance Officer for Medical Consent Form to be signed by parent.

This will enable support from School Health.

Attendance

a) Improving no further action

b) LA Attendance Officer to meet with pupil and carry out home visits where necessary.

Attendance Warning Letter 2 is sent to parents/carers

If attendance declines further

Parental meeting to be arranged with LA attendance Officer and Pastoral lead

Invite letter and agreed outcomes to be sent home and copy filed as evidence

Failure to attend the meeting will be filed as evidence

No improvement

If there is no improvement after all steps taken by school to support the pupil and family then all evidence will be submitted to Education Welfare Service

LA Panel Meeting:

Education Welfare officers will review evidence and notify parents/carers of their 4-week monitoring process

After 4 weeks

If the pupil has improved attendance then the case returns to school for monitoring and support

No improvement will trigger a referral to the LA EWS Legal Team

Legal team will decide on either:

- 1) A fine for each parent/carer (£60 which rises to £120 each after 21 days)
- 2) Prosecution leading to either:
- a fine up to £2500,
- a community order or a
- jail sentence up to 3 months.

The Court also issues a parenting order.

Bloxwich Academy