



Attendance Action Flow Chart

Tutor Action

Student's attendance falls below 96%.

ILLNESS - Monitor and challenge
ERRATIC/UNAUTHORISED: Progress more quickly.

2 CONSECUTIVE DAYS ABSENT – Email home from Tutor (to **call home** if this happens a **second time**)

Check for any work the student has missed after each absence. It is expected that Tutors will have day to day discussions with students on attendance.

Tutor to log any actions on <https://rwba.cpoms.net>

Student Manager Action

No improvement from Tutor Actions / Student's attendance is 85-90%.
Student is vulnerable/PP/SEND/LAC/ Contextual Safeguarding

90% ATTENDANCE – Student Manager to send letter home
85% ATTENDANCE – 1st SAM (school attendance meeting) to take place. Parent to be invited by **in writing by post**. Minutes to be typed and a copy sent to parents **by post or InTouch**

Student Manager to log any actions on <https://rwba.cpoms.net>

PHI – has all templates for letters home & SAM minutes

Student Managers to update the attendance spreadsheet with actions (Phl updates figures bi-weekly)

School Attendance Review Meeting Action Plan

3 weeks review meeting, attendance staying the same or dropping

A – IMPROVEMENT SHOWN – praise given, action plan, and continue to monitor. Minutes taken and sent to parents.

B – NO IMPROVEMENT SHOWN - SAM 2 to take place (HOY/KHa to take meeting) Plan to review again, or refer to attendance officer for prosecution/penalty notice. Minutes taken. Letter to parents with copy of minutes **by post or InTouch**

Log any actions on <https://rwba.cpoms.net>

NO Improvement Despite Interventions Action Plan

Parent invited in writing to a final meeting. KHa or DHT to attend meeting. Attendance officer can attend meeting if required. Please note any details of a home visit her.

Decision made to refer to the County EWS for Prosecution/Penalty notice (please note if for a penalty notice, s further three week warning will be issued by County EWS). Minutes taken, typed and copy sent to parent by post

Log any actions on <https://rwba.cpoms.net>

All Invitation letters, typed minutes of meetings, current attendance record to Attendance Officer for preparation and liaison with County EWP. Legal Proceedings are now all through the Swindon Courts and the process may take months to complete.