



Attendance Action Flowchart

Tutor Action

Student's attendance falls below 96%.

ILLNESS - Monitor and challenge

ERRATIC/UNAUTHORISED: Progress more quickly.

2 CONSECUTIVE DAYS ABSENT – Email/call home from Tutor (Ideally contact made by the end of day 2, no later than the morning of day 3 before 8.30am, call home if this happens a second time)

Attendance Monitoring

Meeting held fortnightly with Attendance Officer and MRo, focusing on whole school attendance. Meeting held twice a term with Attendance Officer and HOY to focus on Year group.

Student Manager Action

No improvement from Tutor Actions / Student's attendance is 85-90%.

Student is vulnerable/PP/SEND/LAC/ Contextual Safeguarding

Below 96% ATTENDANCE – Student Manager to action, admin support to send Pre-SAM letter home

90-85% ATTENDANCE – 1st SAM (School Attendance Meeting) to be led by SM. 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>

All templates for letters home & SAM minutes can be found at (Insert link to Attendance folder)

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

School Attendance Review Meeting Action Plan

4 week review meetings held, attendance improved/staying the same (A) or dropping (B)

A – IMPROVEMENT SHOWN – praise given, action plan, and continue to monitor and hold SAM review meetings (SM to take meeting). Minutes taken and sent to parents.

B – NO IMPROVEMENT SHOWN - SAM 2 to take place (Attendance Officer to take meeting) Plan to review again, or refer to EWO for further intervention/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 with Attendance Officer. Please note and document any details of a home visit.

Decision made to refer to the County EWS for Prosecution/Penalty notice (please note referral for a penalty notice, a 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>