Attendance Processes Flowchart

	Form Tutor	Head of Year/Phase	Coach/ Safeguarding link	SLT	Attendance Lead
96-100% Minimum Target	Praise 100% class breakfasts Positive calls Nudge texts	Praise Celebration Assembly Positive calls Nudge texts Attendance display board	Praise Bespoke treats Positive calls Nudge texts	Praise Attendance certificates at half termly assembly Lunch with the Headteacher	Praise Positive conversation with those on caseload
93-95.9% Trigger 1	Initial discussion in weekly Year group meeting Form Tutor conversation Form Tutor call home Discuss in PCD Nudge text/check in email on day of absence	Initial discussion in weekly attendance meeting	Initial discussion in provision meeting	Initial discussion in provision meeting	Initial discussion in weekly attendance meeting AO call home Letter 1 sent home
91-92.9% Trigger 2	Discussion in Year team meetings Liaise with HOY/P with those on targets Monitor progress of those on targets Nudge text/check in email on day of absence	HOP call home HOP email to parent Attendance target Monitor attendance for 4 weeks and review in weekly meetings Nudge text/check in email on day of absence	Discussion and agree actions in provision meeting	Discussion and agree actions in provision meeting	Letter 2 sent home Attendance target Monitor Attendance for 4 weeks and review in weekly meetings

0-90.9% Trigger 3	Discussion in Year team meetings Liaise with HOY/P with those on targets Monitor progress of those on targets	Parent meeting with Attendance Lead Monitor, liaise with SLT lead and Attendance lead Email/Call to check in on day of absence	Parent meeting to discuss additional support and referral to external support Email/Call to check in on day of absence	Parent meeting to discuss additional support and referral to external support Email/Call to check in on day of absence	Letter 3 sent home Parent meeting Referral to School Attendance Support Team External Agency Support Penalty Warning Penalty Notice Prosecution
Below 70%		Review support in provision meetings and LM	Review support in provision meetings and LM	Review in provision meetings and discuss in LM Further disciplinary actions for non statutory pupils decided by Headteacher	Discuss in provision meetings and discuss in LM External Agency Support Penalty Warning Penalty Notice Prosecution