

Attendance Monitoring 2024-25– Flow Chart

Phase 1 – School’s normal attendance monitoring protocols	Phase 2- Meeting with HT & Attendance Action Plan. Unauthorised Absence – Fixed Penalty Fine.	Phase 3- Attendance or Medical Action Plan/Contract	Phase 4 – Attendance & Welfare Services Referral
	Phase 2 letter & meeting always followed up with a Phase 3 Attendance or Medical Action Plan/Contract.		

Attendance Monitoring				
Phase 1	Attendance Phase 1 Letter	Attendance has significantly declined over the past 10 rolling school weeks.	Attendance is being closely monitored by the school and parents/carers should do all they can to ensure their child/ren attends every school day.	No significant improvement after 4 weeks- move to Phase 2
Phase 2	Attendance Phase 2 Letter	Attendance has continued to decline over the past 10 rolling school weeks despite the Phase 1 letter and is under 90%.	Meeting with Headteacher to set an attendance/medical action plan. Action plan will be created without parents/carers if they do not attend the meeting.	Meeting with HT – Action Plan created & shared with family (Phase 3 letter). No significant improvement after 4 weeks- move to Phase 4
Phase 4	Attendance Phase 4 Letter	Attendance has continued to decline over the past 10 rolling school weeks despite the Phase 2 letter and attendance action plan.	Referral made by the school to B&NES Attendance and Welfare Services. Parents/carers to attend a formal meeting with the school’s Attendance and Welfare Officer. Potential legal action by the Local Authority to follow should parents/carers not engage.	Deadline and action plans set with Headteacher and Attendance and Welfare Officer.

Unauthorised Absence Monitoring				
Phase 1	Unauthorised Absence Phase 1 Letter	Attendance register indicates that there have been unauthorised absences in the last 10 rolling school weeks. Parents/carers informed that 10 unauthorised absences (equivalent to 5 school days) in any 10 rolling school weeks will result in the school referring the family to the Local Authority for a Fixed Penalty Notice.	Parents/carers to ensure that there are no further unauthorised absence.	Unauthorised Absences closely monitored. Should the threshold be meet of 10 or more unauthorised absences in any 10 rolling weeks - move to Phase 2
Phase 2	Unauthorised Absence Phase 2 Letter	The threshold for 10 or more unauthorised absences in last 10 rolling school weeks has been met. Letter informs parents/carers that the school is making a referral to the Local Authority for a Fixed Penalty Notice.	Parents/carers to ensure that there are no further unauthorised absences.	Meeting with HT – Action Plan created & shared with family (Phase 3 letter). School Applies for a Fixed Term Penalty.

Punctuality Unauthorised Absences Monitoring				
Phase 1	Punctuality Phase 1 Letter	<p>Parents/carers consistently arrive with their child/ren at school late after the register has closed. Parents/carers informed that 10 unauthorised absences (equivalent to 5 school days) in any 10 rolling school weeks will result in the school referring the family to the Local Authority for a Fixed Penalty Notice.</p> <p>A child arriving at school after the register has closed is recorded as an unauthorised absence. For example, a child arriving 5 minutes after the register is closed will be recorded as an unauthorised absence even though they are in school for the remainder of the morning session.</p>	Parents/carers must ensure child/ren arrive at school on time.	Unauthorised Absences closely monitored. Should the threshold be met of 10 or more unauthorised absences in any 10 rolling school weeks -move to Phase 2
Phase 2	Punctuality Phase 2 Letter	The threshold for 10 or more unauthorised absences in any 10 rolling school weeks has been met. Letter informs parents/carers that the school is making a referral to the Local Authority for a Fixed Penalty Notice.	Parents/carers to ensure that there are no further unauthorised absences.	<p>Meeting with HT – Action Plan created & shared with family (Phase 3 letter).</p> <p>School Applies for a Fixed Term Penalty.</p>

Term Time Leave Unauthorised Absences Monitoring				
Phase 1	Unauthorised Absence Letter – Term Time Leave Request Phase 1 Letter	<p>Term Time Leave request not authorised but at this point does not meet the threshold of 10 or more unauthorised absences in 10 rolling school weeks.</p> <p>Parents/carers informed that 10 unauthorised absences (equivalent to 5 school days) in any 10 rolling school weeks will result in the school referring the family to the Local Authority for a Fixed Penalty Notice.</p>	Parents/carers to ensure that there are no further unauthorised absences.	No further actions required unless unauthorised absences reach 10 or more sessions over 10 rolling school weeks.
Phase 2	Unauthorised Absence Letter – Term Time Leave Request Phase 2 Letter	Threshold has been met. Phase 2 letter send to parents/carers.	Parents/carers to ensure that there are no further unauthorised absences.	<p>Meeting with HT – Action Plan created & shared with family (Phase 3 letter).</p> <p>School Applies for a Fixed Term Penalty.</p>