

Archbishop Beck Catholic College

Attendance Flowchart

100%-97%

FT/FSO to give pupils verbal recognition of their excellent attendance and encourage them to continue to strive to maintain this throughout the year.

96.9-95%

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Pupils to be spoken to by FT/FSO about their attendance and reminded of the importance of maintaining good attendance throughout the year.

94.9%-93%



95% notification letter to be sent home to parents/carers.



PM/APM to speak to pupil about their attendance and inform them that an improvement is needed otherwise an attendance card will be issued/daily checks.



Discuss with (AO/FSO) and contact with home to be made to discuss support.

92.9%-90.1%



93% notification letter to be sent home to parents/carers.



APM/PM to issue attendance card/introduce daily checks.



Evidence of actions to be prepared for EWO referral (AO/FSO)



Parents/carers to be invited in for a meeting to explain PA category and potential (PM/AO/FSO)

90%-85.1%



PA notification letter to be sent home to parents/carers (EWO)



Parents to be invited in for a 2nd meeting. Improvement plan to be agreed. Consideration of need for external agencies if necessary (PM/AO/FSO)



PN to be considered
– issue other than
with genuine medical
or exceptional
circumstances (EWO)

85%



Consideration be given to prosecution if no improvement shown (EWO/AHT)