

# Attendance Process Flowchart

## STAGE 1

**Child is absent from school.**  
First day absence contact process followed  
i.e. calls/texts/emails/letters/home visits etc **must be sent to both parents.**

Pupils absence falls below School Attendance Target

Letter A sent to parent(s) regarding attendance concerns.

**YES**  
No further action

Attendance improved?

**NO**  
Letter B sent to parent(s) inviting to attend informal meeting with school only.

**YES**  
Low level action plan agreed inc. possible contact with EHAC and/or Social Care if involved  
e.g. different entrance/met by learning mentor/different arrival time

Parent(s) attend informal meeting with school.

**NO**  
Re-arrange meeting and contact EHAC. Speak to Social Care if involved. Compile evidence of phone calls, emails, letters, home visits etc attempting to re-arrange meeting.

Parent(s) attend informal meeting with school.

Attendance improved?

**YES**  
No further action

## STAGE 2

**NO**  
Letter C sent inviting parent(s) to Attendance Improvement Plan meeting with school and other agencies.  
Request irregular attendance monitoring period following discussion with LAAO and evidence of phone calls, emails, letters, home visits meetings etc has been provided.

**NO**  
Discuss case and share evidence with LAAO. If sufficient evidence of attempts to contact parent request Irregular Attendance Monitoring period for unauthorised absences as agreed with the LAAO. School must continue to follow their attendance processes and offers of support during the monitoring period.

Attendance improved?

**YES**  
Attendance Improvement Plan agreed.

Parent(s) attend meeting with school and other agencies.

**NO**  
School to discuss with LAAO and provide evidence of continued attempts to contact parent and offers of support during monitoring period.

**YES**  
No further action

**NO**

Discuss next steps with LAAO to decide on issuing of FPN or Parenting Contract  
Possible LAAO attendance at Team around the Family meeting if appropriate.

## STAGE 3

LAAO send Letter D to parent(s) inviting parents to meet to complete Parenting Contract

Proceed to Parenting Contract

Proceed to issuing of FPN

Parent(s) attend meeting with school and LAAO

**NO**  
Parenting Contract put in place by LAAO. School to deliver to home address with letter E ready to post with Parenting Contract should parent(s) not answer.

Attendance improved?

**YES**  
Parenting Contract agreed

Attendance improved?

**NO**  
Advisory letter by LA inviting parent(s) to PACE meeting

**YES**  
No further action

**YES**  
No further action