

ACORNS SCHOOL ATTENDANCE PROCESS FLOW CHART

<p>TRIGGER 1 Day 1 Absence</p>	<ul style="list-style-type: none"> • Phone call-school admin • Text to parent • Logged on SIMS • Follow up phone call later in the day 	<p>Attendance improves –Positive text to parent and phone call No improvement moves to TRIGGER 2</p>
<p>TRIGGER 2 Day 2 Absence</p>	<ul style="list-style-type: none"> • Phone call- school admin • Text to parent • Home visit/Follow up phone calls later in the day • Logged on SIMS • Form Tutor Attendance Query Letter sent out 	<p>Attendance improves- Positive text to parent and phone call No improvement- moves to TRIGGER 3- Attendance Casework Chronology starts-JL</p>
<p>TRIGGER 3 Day 3 Absence</p>	<ul style="list-style-type: none"> • Phone call-school admin • Text to parent • Home visits/Follow up phone calls later in the day • Logged on SIMS • Attendance CONCERN 1 letter • Form tutor/keyworker will arrange a review which will incorporate a discussion about concerns around attendance. Mrs Lewis Attendance Manager will join the review meeting, and an Attendance Target will be set. • Attendance Casework Chronology ongoing • DIRECTIONS form completed if timetable provision is to be adjusted • If non-attendance is due to illness-MEDICAL EVIDENCE REQUEST letter sent out 	<p>Attendance improves – Positive text to parent and phone call No improvement moves to TRIGGER 4</p>
<p>TRIGGER 4 6-8 absences in any half term 14 in any full term</p>	<ul style="list-style-type: none"> • Phone call-school admin • Text to parent • Home visit/Follow up phone calls • 6-8 absences in any half term or 14 in any full term-FPN WARNING letter sent-if absence is due in the main to illness MEDICAL EVIDENCE REQUEST FPN WARNING 2 sent out • Attendance monitored daily for a period of 15 days by Attendance Manager 	<p>Attendance improves and is sustained Attendance Improvement Letter sent out Positive text to parent and phone call No improvement-FPN 1 letter sent out to parents and carer. FPN 1 paperwork sent out to LCC by Attendance Manager</p>

	<ul style="list-style-type: none"> • Attendance Chronology ongoing • Logged on SIMS 	Moves to TRIGGER 5
TRIGGER 5 Persistent absences	<ul style="list-style-type: none"> • Phone call-school admin • Text to parents • Daily follow up phone calls • Regular home visits • Logged on SIMS • Attendance CONCERN 2 letter • If non-attendance is due to illness-MEDICAL EVIDENCE REQUEST letter sent out • Attendance Manager will arrange a review meeting with SLT present • Attendance target set • DIRECTIONS form to be updated if timetable provision is to be adjusted • Parent/pupil contract-signed • Attendance Manager monitor for 2 weeks • Attendance Chronology ongoing 	<p>Attendance improves and is sustained Attendance Improvement Letter sent out Positive text to parent and phone call</p> <p>No improvement moves to TRIGGER 6</p>
TRIGGER 6 Persistent absences	<ul style="list-style-type: none"> • Phone call-school admin • Text to parents • Daily follow up phone calls • Regular home visits • Logged on SIMS • Attendance CONCERN 3 letter • Attendance Manager will arrange a review meeting with Head Teacher present • Attendance target set • DIRECTIONS form to be updated if timetable provision is to be adjusted • Attendance Chronology ongoing • Attendance Manager monitor for 2 weeks • Parent/pupil contract-signed 	<p>Attendance improves and is sustained Attendance Improvement Letter sent out Positive text to parent and phone call</p> <p>No improvement -Attendance Concern 4 letter sent out. Move to TRIGGER 7</p>
TRIGGER 7 Persistent absences	<ul style="list-style-type: none"> • Phone call-school admin • Text to parents • Daily follow up phone calls 	<p>Attendance improves and is sustained Attendance Improvement Letter sent out Positive text to parent and phone call</p>

	<ul style="list-style-type: none"> ● Regular home visits ● Logged on SIMS ● ATTENDANCE PANEL INVITE letter to parents/carers ● Attendance Manager will arrange a review meeting with Chair of Governors ● DIRECTIONS form to be updated if timetable provision is to be adjusted ● Parent/pupil contract-signed ● Copy of Panel minutes sent out to parent ● Attendance Manager monitor for 2 weeks ● Attendance Chronology ongoing 	<p>No improvement -Attendance Concern 4 letter sent out. Move to TRIGGER 8</p>
<p>TRIGGER 8 Persistent absences</p>	<ul style="list-style-type: none"> ● Phone call- school admin ● Text to parents ● Daily follow up phone calls ● Regular home visits ● Logged on SIMS ● Attendance Chronology ongoing ● ATTENDANCE PANEL INVITE 2 sent out ● Attendance Manager will arrange a second review meeting with Chair of Governors present ● DIRECTIONS form to be updated if timetable provision is to be adjusted ● Parent/pupil contract-signed ● Copy of Panel minutes sent out to each parent/carers ● Attendance Manager monitor for 2 weeks ● PDR ENFORCEMENT warning letter sent out to parents/carers 	<p>Attendance improves and is sustained Attendance Improvement Letter sent out Positive text to parent and phone call</p> <p>Attendance Manager completes a PDR and sends off to LCC Court Officer South</p>

Colour Key Staff Attendance Responsibilities

School Admin

All staff

Keyworkers/Form tutors

Attendance Manager