

THLT ABSENCE Flowchart

First Day Calling

School gates are opened at 8.30 am. Children to arrive in school and be registered by 8:45am ---> The school office checks all registers and checks for any absences they are not aware of ---> Once it is confirmed that the child is absent, a text is sent home to Primary guardians of that child ---> If we have still not had a voicemail on the student absence line, we call both guardians by 9:30am to check where that child is ---> If parents answer we log the reason of absence on Arbor and remind them the protocol of phoning the absence line by 9:00am ---> If no answer we inform a DSL and log on CPOMs.

Attendance Concerns Flowchart

Step 1

Attendance falls below 96%

As the year progresses, you may receive an email of notification with a leaflet of signposted support. Child's attendance will continue to be monitored.

Pupil arrives late 2x in a week

Admin team to call parent.
Check if any significant reason for lateness and offer support from class teacher/ attendance team if needed.



Step 2

Attendance falls below 90% (Persistent absence)

Depending on reasons for absence, letters sent to parents.

Depending on context, parents may be invited to a 'Connections Meeting' with the attendance team to discuss ways to improve attendance.



Step 3

Attendance falls below 88%

Tier 1: Parents invited in to complete a formal action plan to support improving attendance. EHA offered to family.

Tier 2: School continues to monitor attendance. If attendance drops below 85% parents invited to a panel meeting with attendance teams.

Tier 3: If attendance does not improve and drops below 80% school will make a referral to the MASH for external support to improve attendance.



Step 4

Attendance below 50% (Severe absence)

If a child's attendance drops below 50%, they are considered to be a severe absentee. At this point we work closely with external support and the LA eg School Attendance Officer, Inclusion team, EHC teams

Children in Vulnerable groups

Where a child is classed as vulnerable, including having an Education, Health and Care Plan (EHCP), is subject to a Child Protection Plan or is a Child in Care, the school will inform the local authority and any relevant external agencies as part of their safeguarding responsibilities.

Important Information

Helena Gilchrist – Attendance Lead

Joseph Fulford – Headteacher

MASH – Multi Agency Safeguarding Hub

LA – Local Authority