

Attendance Monitoring Flow Chart

All children's attendance is monitored monthly by Headteacher. Children with less than 95% are placed on a monitoring list and attendance reviewed fortnightly.



Child with continued attendance of less than 95% receive a letter highlighting concerns. School offers support and continues to monitor attendance.



Child has improved attendance and reaches 95% attendance. Attendance is satisfactory and monitoring returns to general monthly overview.



No improvement or further decline in attendance, less than 90% – first formal letter inviting parents to an attendance panel meeting with Headteacher.





Child has improved attendance and reaches 95% has satisfactory attendance and specific monitoring ends.

Child continues to have unsatisfactory attendance. Further attendance panel meeting with Headteacher and Governor. Penalty Notice warning letter issued with specific monitoring period – 15,20, 25 or 30 days.





Child shows improvement.

Maintain monitoring and work
with parents to ensure attendance
continues to improve.

No significant improvement in attendance. Penalty letters and legal advice sought from Derbyshire County Council.