## **FLOWCHART**

Attendance at 95%, letter of supportive challenge and awareness to be sent to ALL those whose attendance is at 95%

92% letter, concerned letter rand explaining that any further absences will not be authorised and medical evidence will be sought.

Improves no further action

No improvement - FPN if no previous history of poor attendance, if there is history, warning letter sent and fastrack meeting with parent/Attendance Manager

Improves no further

Fastrack meeting, attendance agreement (4 weeks) completed

## **FLOWCHART**

The letters will be standard and just require names etc. Alongside this process will be a monitoring spreadsheet, which will able us to track and measure outcomes. The reason for 95% as early intervention and also it is before the 10% PA comes in.

No satisfactory improvement final warning sent and legal bundle prepared for LA prosecution under sec 444 Education Act