Coventry City Council

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.

Attendance improved?

YES
No further action

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

Parent(s) attend informal meeting with school.

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

Attendance improved?

YES
No further action

Parent(s) attend informal meeting with school.

NO
Letter B2 sent Re-arrange meeting and contact EHAC. Speak to Social Care if involved. Compile evidence of phone calls, emails, letters, home visits etc attemping to re-arrange meeting.

STAGE 2

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

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

YES
Attendance Improvement Plan agreed.

Attendance improved?

YES
No further action

NO
Discuss case and share evidence with LAAO (plan to be included). If sufficient evidence of attempts to contact parent request Irregular Attendance Notice to Improve period for <u>unauthorised absences</u> as agreed with the LAAO.
School to deliver Letter C for a formal plan meeting, if parent/s do not attend formal meeting - school to hand deliver a copy of AIP & Covering letter (C2).
School <u>must</u> continue to follow their attendance processes and offers of support during the Notice to Improve period.

Attendance improved?

NO
Discuss next steps with LAAO to decide on issuing of PN or Attendance Contract
Possible LAAO attendance at Team around the Family meeting if appropriate.

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

YES
No further action

STAGE 3

Proceed to Attendance Contract

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

Parent(s) attend meeting with school and LAAO

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

YES
Attendance Contract agreed

Attendance improved?

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

YES
No further action

Proceed to isuing of PN

PN paid?

NO
Notice of Intended Prosecution sent to Headteacher. Paperwork received.

YES
No further action

YES
Court proceedings.

NO
No further action - withdrawn