

Castle Hill Attendance Flow Chat

Every Month Attendance Officer and Head will meet to discuss attendance.

This flow chart is Castle Hill's procedure for supporting parents with attendance.



**Pupil Attendance falls
below 96%**

STAGE 1

Class Teacher to informally discuss with parents regarding attendance – Making them aware of % and support

Does the Attendance improve?

No Further Action to be taken
Pupil attendance to be monitored in line with school policy

STAGE 2

Letter 1 sent to parents/carers sharing notification AO will be closely monitoring attendance
Invite to meeting with AO

Does the Attendance improve?

No Further Action to be taken
Pupil attendance to be monitored in line with school policy

STAGE 3

Letter 2 sent RE Punctuality
Parent Meeting arranged in order to discuss further help
Attendance targets Agreed

Does the Attendance improve?

No Further Action to be taken
Pupil attendance to be monitored in line with school

STAGE 4

If no improvement is made via support method.

Referral is made to the Local Authority Attendance Officer

Penalty Charge notice issued

Possible prosecution by GCC