ATTENDANCE FLOW CHART 23-24

Stage & Description	Procedure	Person/s responsible
STAGE 1 Pupil is absent from school (1st day of absence)	Teacher Complete the register correctly Office Call home to establish reason for absence on No contact – N on Bromcom Contact – reason noted on Bromcom Recall and update Bromcom (still no contact is on Bromcom)	**Teacher** Complete the register correctly **Office staff** (call home) **HSLW** (contact home where office have referred)
STAGE 2 Attendance slips below 94% (at risk of becoming PA)	Inclusion Lead creates a report on Bromcom for who attendance is below 94%, then analyses the reasons why for each member. Inclusion Lead shares with class teachers through Attendance termly analysis. Call/ catch parent/s to discuss attendance rate and reason for this HSLW and Inclusion Lead discuss high priority cases in weekly Inclusion meetings.	**Office staff** **Inclusion Lead** **Class teacher**
STAGE 3 Absence continues (possibly falling below 90%, definitely below 94%)	Call parent/s to discuss attendance rate and issues around this Offer support Inform Inclusion Lead	**HSLWs** **Inclusion Lead**
STAGE 4 Absence continues	Letter sent home (staged letters dependent on attendance percentage)	**Office staff or HSLW** send letter with **Inclusion Lead** permission
STAGE 5 No improvements noted	Further contact with parents and Parent contract initiated	**HSLW** in discussion with **Inclusion Lead**
STAGE 6	County Attendance Team are contacted when all other avenues at school have been exhausted	**HSLW** or **Inclusion Lead**