SHERDLEY PRIMARY SCHOOL ATTENDANCE CONCERNS FLOWCHART OF SUPPORT

Class teacher and/or LSA to discuss concerns with the child and their parents/carers in order to identify the reasons for poor attendance/timekeeping. Support to be put in place for the child and continue to monitor.

If no improvements are seen the Attendance Support Officer will contact parents and speak to child to offer additional support and if appropriate challenge poor attendance patterns. May include Medical evidence requests etc.

If no improvements are seen, then a further meeting will be arranged with a member of the Senior Leadership Team where concerns will be discussed and next steps outlined. This could be further support and/or referrals to external services. A Fixed Penalty Notice may be considered.

Following this level of support if concerns remain and no improvements are seen then it is likely an EHAT (Early Help Assessment Tool) or referral to Social care will take place.