Attendance Sweep Flow Chart – September 2024

Every 2 weeks the attendance manager completes a register check for the previous 10 weeks of the academic year.

The attendance manager meets with the relevant PSM for each year group and actions are discussed

Student attendance above 96%.

No further action, unless a pattern in any absences is detected.

Patterns to be addressed via Year Teams with a follow up parental conversation.

Student attendance below 96% and broken weeks of absence (2 or more) .

Warning Letter 1 will be considered and may be sent home. Parents of students with lowest attendance will receive Warning Letter 2 with invite to meeting with HOY/PSM (Attendance manager to support as necessary).

Student attendance monitored for next 10 weeks by Attendance Manager/Attendance officer/PSM's. All absences unauthorised.

Attendance of student improves with no further days of absence.

Student removed from unauthorised attendance list.Letter sent home to congratulate and recognise improvement of attendance

10 unauthorised absences (5 days)

Attendance Manager can send a Notice To Improve.

Attendance Manager to liaise with Year Teams regarding further actions such as support from external agencies if needed