Appendix 2   Monitoring of Attendance Tracking Flowchart

Tracking of Attendance Data for Whole School and groups – three times a term

↓

Review of Attendance Tracking Data – identifying cases to be monitored or actioned – Termly
If action needed **Below 90% or Below 85%.**

Below 90%
Assessment by school, if appropriate
discussion with parents/ Initial nudge letter

Share that the pupil's attendance is classified as 'Persistent Absence.'
Talk about causes of the absences and possible ways to

Below 85%
Assessment by school.

Attendance Tracking Case Review Checklist to be completed.

↓

Agree next step action/ Initial nudge letter
If appropriate contact outside agencies - senior staff

Review – impact of interventions