

PARENTS GUIDE TO ATTENDANCE MONITORING IN DENBIGHSHIRE SCHOOLS

The flow chart below outlines the communication and action parents/ carers can expect in relation to attendance concerns of their child/ren. The codes (A1 – A6+, AA1 & AA2) are used by schools and Local Authority to reference the level of involvement:

PARENT/CARER RESPONSIBILITY

Ensure that your child attends school regularly and on time

Contact school on first day of absence to provide an (honest) reason and make daily contact thereafter to update.

Respond to communication from school

Attend meetings in relation to school attendance if/when required

SCHOOL ACTION TO MONITOR AND MANAGE ATTENDANCE				
A1	Text or telephone call to parent/carer if child is absent without reason. If no response go to A2			
A2	Follow up text/phone call			
	No response go to A3			
A3	Letter home to request reason for absence			
If the absence remains unexplained for 3 + If the absence is accepted by the school				
days or is not accepted by the school		(authorised) the following steps will be		
(unauthorised) the following steps will be		taken:		
taken:				
A4	Meeting in school with parent/carer to	AA1	Following 10+ days authorised absences (or	
	offer support to prevent further		earlier if required), meeting in school with	
	unauthorised absences.		parent/carer to maximise attendance.	
	Attendance Support Plan (ASP) to be		Attendance Support Plan (ASP)/Health Care	
	drawn up.		Support Plan to be drawn up.	
	Regular reviews (fortnightly).		Regular reviews (fortnightly).	
	Consider Fixed Penalty Warning to		No improvement, and where it is found	
	prevent ongoing attendance concerns.		that there is no clear medical evidence to	
	If no improvement go to A4+		prevent school attendance, go to AA2	
A4+	Meeting in school with parent/carer to	AA2	Meeting in school with parent/carer to	
	review and revise ASP. Regular review		clarify the medical concerns. Where there	
	meetings (fortnightly).		are no genuine health reasons further	
	Consider Fixed Penalty Notice to prevent		absences will be recorded as unauthorised	
	ongoing attendance concerns.		and will be managed down the	
			unauthorised route, go to A4/A4+.	
	Local Authority management of	fongoing	unauthorised absences.	

A5	Referral from school to Education Welfare Service.			
	Assessment undertaken regarding school attendance concerns.			
	Attendance Support Plan drawn up – aim to prevent legal action where possible.			
	Referrals of support to other agencies considered.			
A5+	If required meeting in school to address any concerns identified in the assessment preventing			
	school attendance.			
	Regular reviews (fortnightly).			
	No improvement go to A6			
A6	Governor's Attendance panel meeting in school.			
	Review actions of school and ESW service.			
	Regular reviews (fortnightly).			
A6+	If no improvement consideration of legal action.			