

Charmouth Primary School Attendance Procedures

Send all parents/cares attendance statement/policy and letter ↓	
Monitor attendance – flag up pupils with cause for concerns and log all contacts (phone, email, face – to face discussions) ↓	
Half term update of all names/families (form A) ↓	
First cause for concern letter (Letter 1) sent to parents and attendance monitored ↓	
No/insufficient improvement – invitation to internal meeting (needs to sent out 2 weeks before the meeting date) ↓	Improved attendance – letter sent to parents to acknowledge improved attendance and continue to monitor
Formal meeting at the school (6 weeks from initial concern) Letter 2 given to parents at this meeting ↓	→ Improved attendance – letter to acknowledge improved attendance (Letter 4) and continue to monitor
No/insufficient improvement – send letter 3 and complete pre caf to send to Locality Team ↓	
Decision to be made by Locality Team Attendance Panel ↓	
Monitor for further 6 weeks ↓	
Improved attendance	