THORNTON PRIMARY SCHOOL ATTENDANCE FLOW CHART

Initial Letter: Your child's attendance has fallen below **97%. Medical evidence must be shown for absences**

Letter 1: Your child's attendance has fallen below **93%**
Meeting with attendance lead and KS leader.
LISTENING AND UNDERSTANDING SUMMARY. EARLY INTERVENTION PLAN

Letter 3: Sent after three weeks. Your child's attendance has fallen below **90% and is classed as persistently absent.**

Meeting with attendance lead and Senior Leader.
ATTENDANCE SUPPORT PLAN.
A review meeting is scheduled. If the child's attendance has improved: continue with monitoring and support until the child reaches 96% within a half term.

Improved

No Further Action. Continue to monitor

No **Improvement** Consider **Penalty Notice** or Escalation to **Stage Two**