


Appendix 7

Parents' Guide to Attendance Monitoring in Denbighshire Schools

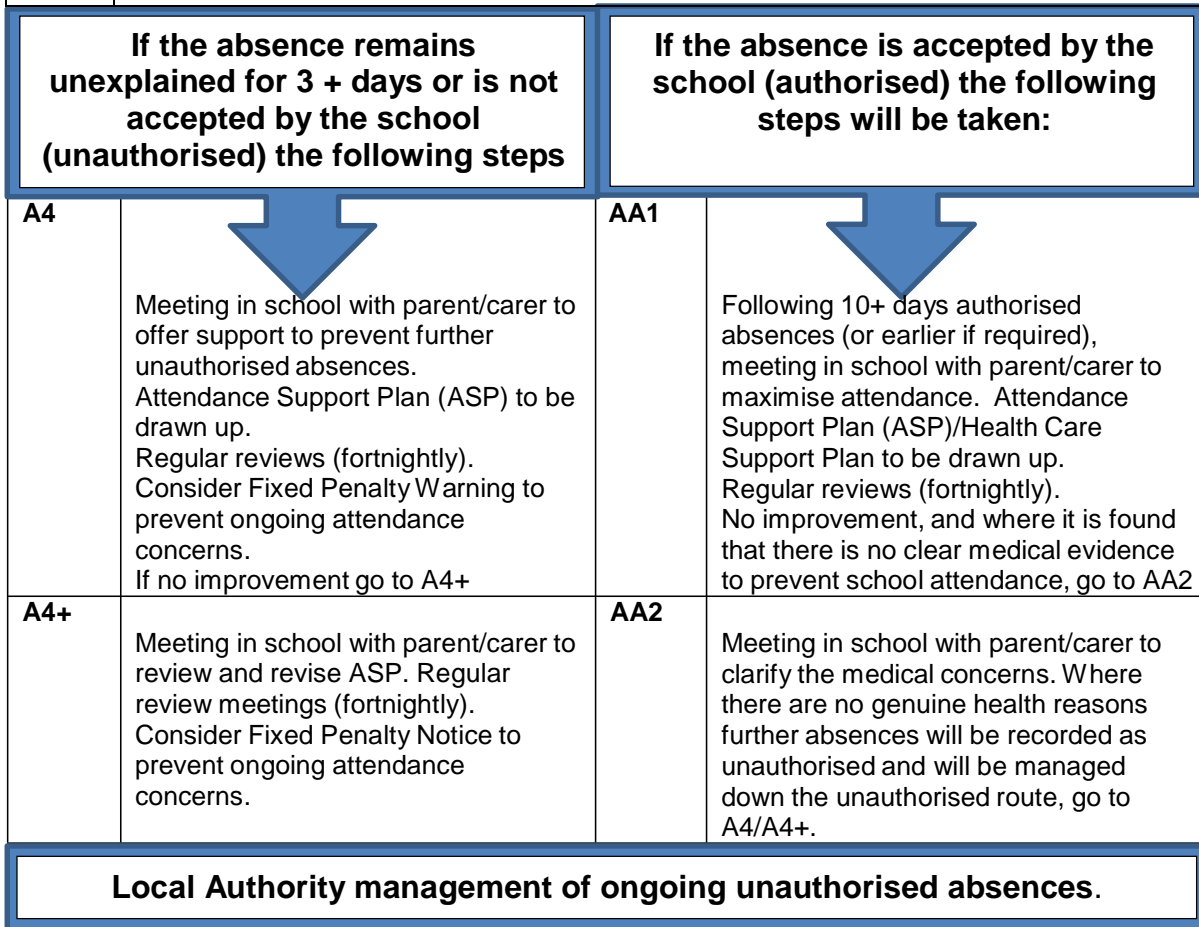


**PARENTS GUIDE TO ATTENDANCE MONITORING
IN DENBIGHSHIRE SCHOOLS**

The flow chart below outlines the communication and action parents/ carers can expect in relation to attendance concerns of their children. 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



A5	Referral from school to Education Welfare Service.
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	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.