

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	RESPO		
Ensure	that your child attends school regularly ar			
	t school on first day of absence to provide			
	ter to update.		,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,	
	nd to communication from school			
	meetings in relation to school attendance	if/when re	equired	
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	SCHOOL ACTION TO MONITO			
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 + days or is not accepted by the school (unauthorised) the following steps		If the absence is accepted by the school (authorised) the following steps will be taken:		
A4	Meeting in school with parent/carer to offer support to prevent further unauthorised absences. Attendance Support Plan (ASP) to be drawn up. Regular reviews (fortnightly). Consider Fixed Penalty Warning to	AA1	Following 10+ days authorised absences (or earlier if required), meeting in school with parent/carer to maximise attendance. Attendance Support Plan (ASP)/Health Care Support Plan to be drawn up. Regular reviews (fortnightly).	
	prevent ongoing attendance concerns. If no improvement go to A4+		No improvement, and where it is found that there is no clear medical evidence to prevent school attendance, go to AA2	
A4+		AA2		
	Meeting in school with parent/carer to review and revise ASP. Regular review meetings (fortnightly). Consider Fixed Penalty Notice to prevent ongoing attendance concerns.		Meeting in school with parent/carer to clarify the medical concerns. Where there are no genuine health reasons further absences will be recorded as unauthorised and will be managed down the unauthorised route, go to A4/A4+.	
Local Authority management of ongoing unauthorised absences.				

A5 Referral from school to Education Welfare Service.

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