

# DHJS Attendance Concerns Action Flow Chart



Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. The procedures below are followed to ensure that this happens. Attendance is monitored weekly by the Admin staff and the Headteacher.

**DHJS has set a whole school attendance target of 97%**

## Step 1

- Child's attendance falls below 95% '**Satisfactory**' (approx. 10-13 days/2-3 weeks lost per school year)
- The child is highlighted and monitored

## Step 2

- Child's attendance falls between 90-94% '**Unsatisfactory**' (approx. 14-18 days/3-4 weeks lost per school year)
- Parents will receive a letter by email and support is offered
- School continues to monitor absence
- Parents invited to attend a meeting with Headteacher to discuss support and targets if no improvement in attendance

## Step 3

- Child's attendance falls below 90% '**Persistent Absence**' (more than 19 days, or 38 sessions)
- Parents will be invited to attend a meeting with Headteacher to discuss further support and targets
- Involvement from Local Authority Family Early Help Team