

IMPROVING ATTENDANCE

FLOWCHART OF PROCESSES AT HORNSEA BURTON AND SKIPSEA FEDERATION

ATTENDANCE OF CHILD DROPS BELOW 95%
School starts to closely monitor child's attendance at the end of each week to see whether attendance improves and goes back to above 95% or continues to drop further towards 90%

ATTENDANCE IMPROVES
School continues to monitor closely until child's attendance is above 95% again

ATTENDANCE CONTINUES TO FALL BELOW 95% TOWARDS 90% OVER NEXT FEW WEEKS
Postcard or text sent home to advise that child's attendance is below 95% and is being closely monitored by school

ATTENDANCE DROPS BELOW 90%
Letter sent home to advise

ATTENDANCE FALLS BELOW 90%
An appointment is made to discuss how we can work together to improve attendance

PARENTS AND SCHOOL MEET
Action plan/targets agreed. If parents fail to attend, targets are set in their absence

ATTENDANCE CONTINUES TO FALL

CASE REFERRED TO EDUCATION WELFARE OFFICERS

All children start each year with the potential for a 100% attendance record. Each day lost represents a little over 0.5%, so if a child has 8 days absence in a year they fall below the national average.

