## **Attendance Flow Chart**

100%

- Excellent Children are accessing all learning opportunities
- Certificates/Awards

Below 97%

- Very few learning opportunities missed
- Raising awareness of current attendance

Below 95%

- Risk of underachievement
- Up to 10 school days absent in an academic year
- Attendance monitored by EHT and Attendance Panel
- A letter to inform parent of monitoring

Below 90%

- Severe risk of underachievement
- Up to 19 school days absent in academic year
- Attendance monitored by EHT and Attendance Panel
- Unauthorised absences without medical evidence
- Parent Contract

Still no improvement

- Extreme risk of underachievement
- Upwards of 22 shoool days absent in academic year
- Attendance monitored by EHT and Attendance Panel
- Hampshire School Attendance Support Team/Penalty Notice issued for 10 or more unauthorised sessions and/or referral to Attendance Legal Panel

This flow chart does not cover unathorised holidays; a Penalty Notice will be issued for all unauthorised Leave of Absence for holidays during term time.

## **Lateness Flow Chart**

100%

 Children participate in a full days learning including social activities

5 lates after registration or 7 lates before registration closes

- Child's lateness monitored by EHT/Attendance Panel
- A letter to inform parent of monitoring

8 lates before and or after registration closes

- Child's lateness monitored by EHT/Attendance Panel
- Unauthorised lates and Parent Support Worker

No improvement

- Child's lateness monitored by EHT/Attendance Panel
- Penalty Notice issued and/or referral to ALP (Attendance Legal Panel)