

ATTENDANCE CONCERN PROCEDURES

Pupil attendance drops below 95%

Parents will receive a letter of concern

Attendance improves?

Pupils attendance will be monitored closely

No further action - general monitoring continues

Attendance continues to fall?

Attendance meeting will be arranged to discuss barriers to good attendance - referrals to agencies will be discussed

Pupils attendance will be monitored closely

Attendance continues to fall?

Letter will be sent to parents that a referral to the SLO will be made

SLO will work with parents to improve attendance

Attendance continues to fall?

Letter will be sent to parents that a referral for a penalty notice will be made

KCC will write to parents regarding a 15 day monitoring period and potential fine