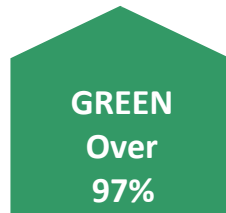


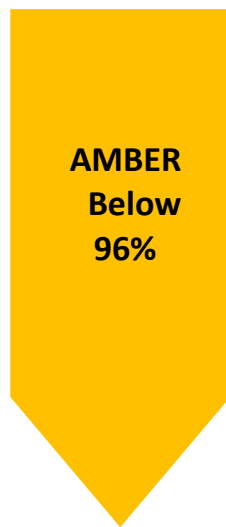
Attendance Flow Chart

King Edward VI Community College



Excellent Attendance
WELL DONE

Students who are attending regularly will be praised by the college for their excellent attendance record.



Unsatisfactory Attendance

School will:

- Discuss concerns with Parents/Carers;
- Offer appropriate support;
- Send letters of concern where support is not working;
- No longer automatically authorise absences;
- Invite Parents to a meeting.

If absences are being unauthorised then urgent improvement is required.



Persistent Absentee

Any Student 90% or below is considered by the Government to be a Persistent Absentee (PA). The Government considers these children to be at risk of the potential for negative impact on future life opportunities.

School will:
Closely monitor attendance and refer to the Local Authority if NO immediate and sustained improvement is made.

Local Authority will:
Investigate absences and consider if Legal Interventions are necessary and appropriate.

King Edward VI Community College will only authorise term time absence with evidence of 'exceptional circumstances'. All unauthorised term time absences are required to be referred to the Local Authority for the consideration of Parental Responsibility Measures (Penalty Notices/Court Summons).