

NETHERTON MOSS PRIMARY ATTENDANCE FLOW CHART

Pupil falls below the 96% Attendance Target

Letter sent to parent/carer. School to monitor attendance for a maximum of 4 weeks

No further absences. School to continue to monitor for the school year to support the pupil.

Further absences. Letter sent to parent/carer inviting them to a meeting in school.

Parent/carer attends meeting in school.

Parent/carer did not attend the meeting and did not contact the school.

School to continue monitoring the pupil for a maximum of 4 weeks.

Referral to the Education Welfare Service

Further absences. Referral to the Education Welfare Department

Pupil falls below 90% attendance

Further action will be taken, which may include a referral for a fixed penalty fine.

If your child is ill please keep us informed.

Please advise school on the first day of absence by phone or the school App before 9:30am, otherwise the school will contact you.

On your child's return to school you will be asked to complete an absence slip by the class teacher.

If you're unsure, bring your child in to school and we will call you if necessary.

If your child is sick for 5 days or more we will need evidence; copy of the prescription, doctor's appointment or sight of the medication etc.

There is support available in school if you need help. Just ask any member of staff and they will point you in the right direction.