



Attendance Officer has fortnightly attendance meetings with PWO to monitor attendance of all children in school.



Attendance falls below 95% - look at the pattern of absence



If due to an unauthorised term time holiday...

If there are numerous absences...

If due to an ongoing medical need...

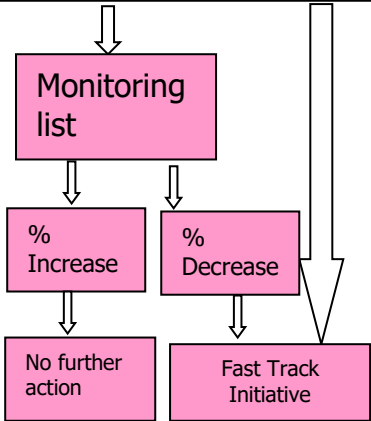
Warning letter to be issued if the absence is for five days

Penalty Notice to be issued if the absence is for six or more days

Individual cases assessed and added to ...

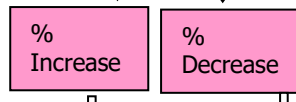
Request medical evidence to keep on file. No further attendance checks to be undertaken unless circumstances change.

Monitor attendance on return



Improvement seen with no further absences

Deterioration seen with further absences



No further action taken

Complete the 12 week initiative

Full Case

% Increase

% Decrease

No further action taken

Return to the monitoring list

PWO Home Visit Notice of Intention to Prosecute