Attendance Flow Chart

Failure to improve, Fine Penalty Notice to be given.

If a child has 5 days of ‘G’ (unauthorised holiday).

A compliance form will be submitted to Hertfordshire County Council and a joint investigation will be carried out.

A referral will be made to Hertfordshire County Council.

Where Holiday is not authorised by Mr Moore, it will be noted as a ‘G’ code.

If a child has 15 days of sick over a 10 week rolling period.

If a child’s attendance falls below 50%

Failure to improve, Fine Penalty Notice to be given.

Parents & Carers to make school office aware of child’s absence before 9am on the day of absence. Either by phone or by sending an in app message/email.

Weekly Monitoring.

Failed improvement to below 93% will result in a meeting at the school followed by a Notice to Improve letter. You will be given a 6 week improvement period.

If attendance falls below 96% an inhouse letter will be sent.

Home visit made if no communication between parents and school.

If a child has 5 days of ‘U’ (unauthorised) codes in a 10 week rolling period a Penalty Fine Notice will be issue.

School to record child’s absence and reason daily.