



## St Michael's CE Primary School Attendance Flowchart

School Target is 95% or above.

Attendance is tracked and reviewed daily. Our EWO (Educational Welfare Officer) visits each term to review children falling below 90% as per DFE requirements. In school we analyse and review data on a daily basis and will communicate with parents:

At the end of the term a letter will be sent to every child in three categories (red, amber and green) outlining the following

If your child/children's attendance for that term falls below 90% indicating this is automatically flagged up with our Educational Welfare Officer

Termly check in with EWO where children under 90% are discussed. Which may result in:

- Phone call from the Headteacher or SLT
- Meeting with the Headteacher
- Meeting with EWO
- Letter or phone call from EWO
- If attendance is a safeguarding concern, a referral to the Early Help or MASH team (Multi-Agency Safeguarding Hub)

If your child/children's attendance for that term falls between 90% - 95% we will be looking for attendance to improve aiming for 95% and above

In the following term we will analyse and review attendance data.

If attendance does not improve this may result in:

- Meeting, phone call or email from the Headteacher

If attendance falls below 85% this will be flagged up with the EWO through termly visit (red on flow chart)

If your child/children's attendance for that term is 95% or above your child will receive a certificate to celebrate excellent attendance

If attendance is 95% or above this will be considered as excellent