

ATTENDANCE MONITORING

Daily tracking
 ☎ Daily calls
 📱 Daily Parentcall text



Attendance falls below 90%
 ✉ Letter of concern to be sent informing parent



Improved
 ✉ Send improvement letter



Not improved
 ☎ Call home
 Action Plan meeting if absence unauthorised



Improved
 ✉ Send improvement letter



Does not improve
 Action Plan meeting
 Consider Pupil Entitlement Investigation PEI
 pei@westsussex.gov.uk



Does not improve
 Unauthorised for more than ten sessions refer to PEI
 033 022 28200



Does not improve but
 medical evidence provided
 authorise I code

Monitor patterns of absence i.e. one day a week, always off on Fridays, always off Wednesday afternoons.

Always contact PEI if concerned- intervention can be looked at earlier than plan states.