WFPS Attendance Flow Chart

First week after half term break/ holidays:

Whole school attendance is checked.

Attendance is above 96%:

No action needed

Between 93% and 96%:

Templated email sent for awareness.

(After term 1 only)

Below 93% (below 96% from Term 2 onwards):

Stage 1 letter sent

A 'well done' letter is sent

← No, and is now above 96%

← Is attendance still below 93%? (below 96% from Term 2 onwards)

An 'improvement' letter is set

← No but has improved

← Yes, is still below

Stage 2 letter sent out

Attendance is monitored for a further 4 weeks

Send a well done letter

Student will no longer be monitored

← No

← Is attendance still below 96% after four weeks?

Further monitoring for 4 weeks and send improvement letter

← Still below but improved

← Yes

Below 90%?

Yes

If below 90%, send a personalised stage 3 letter and arrange meeting face 2 face for attendance plan.