THORNTON PRIMARY SCHOOL

Love • Respect • Ambition

Thornton Primary School Attendance Flow Chart

Child reaches 6 days absent

Pastoral Support:

- Call to parents/carers to make them aware
- Discuss possible support
- Monitor Attendance weekly

Class Teacher Support:

- Email from School Office to inform
- Class Teacher checks in with the child

Don't fall below 10 days: No further action

Child reaches 10 days absent

Pastoral Support:

- Call to parents/carers to make them aware and arrange to meet with the Attendance and Pastoral Leads
- If the child is on the SEND Register, discuss with the SENDCo and organise additional support

Class Teacher Support:

- Email from School Office to inform
- Class Teacher checks in with the child
- Ensure the child is coping with the work, consider adaptions and discuss with the SENDCo, if required

Child's absent exceeds 12 days

Pastoral Support:

- Decision made about progress regarding attendance between Attendance Lead and Headteacher to organise relevant support