

Student has attendance below 90% (Persistent Absentee)

Continue to monitor until attendance over 93%

Yes

Review absences with Year Team – Send Letter 1 to parents.

Improvement made?

No

Consultation taken with Attendance Improvement Service at Torbay Council

Complete referral form for more appropriate support:

* Family Support
* SEAL/THRIVE
* Early Help
* CAMHS

Continue to monitor until attendance over 93%.

Yes

Further attempts to engage parents will be made.

Failure to continually disengage and no improvement in overall attendance

Letter 3 inviting parents in for meeting – explore other possible support/agencies needed. Parental engagement/Further intervention requested?

Improvement made?

No

Yes

No

Continue to monitor until attendance over 93%

Yes

Review reasons for absence – consider Letter 2 or Medical Evidence letter if 15 sessions missed for illness.

Improvement made?