ICKNIELD PRIMARY SCHOOL
Attendance Flow Chart

Attendance Falls to...

Local Authority Sanctions

- Parents / carers receive an email informing them of their child's attendance.
- Class teachers will contact the family to discuss the impact on learning and identify reasons.

- Heads of Year ensure check-ins with class teachers have taken place.
- Heads of Year to contact family to discuss impact on learning.

- Invitation to attend Early Help meeting with the school's Attendance Champion / Officer
- Parent contract agreed
- Medical evidence required for absence.

- Child is considered to be 'Persistently Absent' by the school, Local Authority and Government.
- Parents informed by email.

- 2 days unauthorised absence in a 10 school-week rolling period.
- Letter sent to parents advising of the risk of Local Authority Sanctions.

- Fines are issued by the local authority for 10 unauthorised absences in a 10 school week rolling period.
- 1st fine: £160 per parent per child (reduced to £80 for quick payment)
- 2nd fine: £160 per parent per child
- 3rd fine: court and up to £2500