

Attendance is a problem.  
Below 90% in 6 weeks or a pattern of absence

School arranges a meeting to discuss the concern.

4-6 weeks monitoring period

School Attendance meeting to discuss barriers to coming to school.

Targeted support may include:

- Breakfast club
- Support with routines
- Temporary help with transport
- Referral to school nurse
- Family support

Minutes to include current and target attendance.

Attendance improves

School will continue to monitor attendance routinely.

Attendance does not improve.

School will refer to cluster support. Minutes of meetings, support provided and copy of registration certificate sent to Cluster Team [elmslie@carmanor.org](mailto:elmslie@carmanor.org)

Cluster Attendance Officer Lizzie Elmslie will monitor attendance. If no improvement, a referral for a penalty notice (fine) will be made.