

Overview of Attendance Interventions relating to Non-Attendance

The flowchart below details the ways in which CNS will engage with parents to follow up unauthorised absence as part of the Support First process.

If students have an unauthorised absence (parents not contacting the school), the Attendance Team will contact home via text & a then a follow up phone call to ascertain the reason for absence.



As early as 3-4 days of consecutive absence with no contact from home, the school will visit the home to conduct a welfare check. A postcard will be left if there is no contact at the home.



Letter 1 may be sent following this home visit. This will invite parents to a meeting to discuss the student's attendance.



Letter 2 will be sent if there is a continued lack of engagement from parents. This will invite parents to a second meeting to discuss the student's attendance.

Letter 3 will be sent if there is a continued lack of engagement from parents following two attempts to meet with the school. This will invite parents to a final meeting to discuss the student's attendance.

If there is no engagement from parents, despite numerous attempts by the school to contact & there is further absence, a Notice to Improve Letter will be sent home. This gives a 6wk period for attendance to improve before being referred to Norfolk County Council for a fine and/or prosecution.