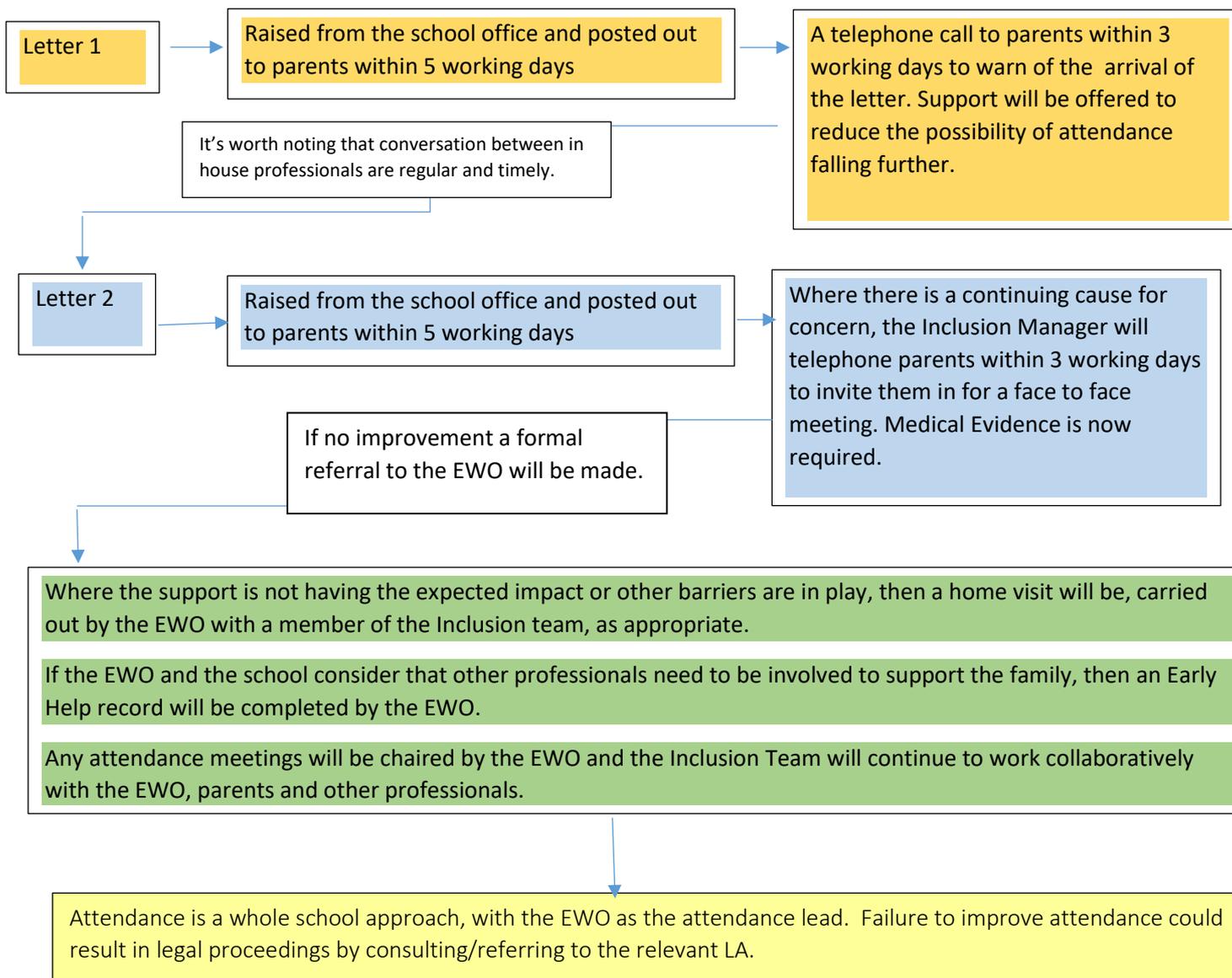




Flow chart for monitoring pupil attendance

The Senior Pupil Services Officer monitors attendance and records on the Attendance Tracker, this is shared with the Principal, SLT and EWO on a regular basis.

If the attendance is the same/decreasing, SPSO to send the appropriate letter home, raising concerns that attendance has fallen below DfE expectations and is being monitored. However, concerns and actions can be taken by the attendance lead at any time, where it is seen to be appropriate. Attendance is routinely monitored.



Gorse Hill Primary School and Nursery are committed to supporting families in ensuring that all pupil's attendance is good.

It is worth noting that if a pupil has a history of poor attendance then the decision to 'fast track' attendance concerns can be made and a formal referral can be made to the EWO.

Changes to Attendance regarding Covid and in addition to the above:

School office will clarify symptoms if the absence message is vague.

School office will monitor and keep in contact with families.

School office will confirm to teacher negative test result.

School office will effectively communicate with teachers so that pupils are not brought into school with symptoms.

School office will inform Principal of a positive test result so that PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 flow chart can be followed.