Appendix 2

Flow Chart of School / NYCC LA Attendance Procedure – Time restricted

The following procedure will be undertaken by the school should there be no significant improvement in your child’s attendance and unauthorised absence continues to be recorded.

# Initial Warning Letter

## 10 school day monitoring period

Attendance Panel Meeting

**20 school day monitoring period**

**(Review Meeting – Optional)**

**(P)olice (A)nd (C)riminal (E)vidence Act (1984) Formal Caution Interview/LA Panel Meeting (Chaired by the Local Authority)**

**LA/Panel Decision :**

 **No Further Action/Review Meeting**

 **Penalty Notice Warning Letter**

 **Education Supervision Order**

 **Prosecution Education Act 1996 s444 (1,1A)**

If at any stage in the above procedure your child’s attendance improves significantly the school will not proceed to the following stage.

However, your child’s attendance will continue to be monitored by the school and should there at any time in the future become further concerns the above procedure will be continued onto the next stage or recommenced from the first stage depending on the severity of the situation.