Attendance Monitoring Process Map 2025/2026

School complete graduated steps as stated in Attendance Policy

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School to regularly profile attendance of students with attendance <90%

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School to issue Letter 1 to students identified with attendance <90% who have frequent absences.

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Primary Schools
To discuss with allocated ESO (See EWS Allocation Doc Jan 2025)

Secondary Schools
To discuss with allocated school based EWO/ESW

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No improvement - School to issue Letter 2 requesting medical evidence to authorise absences.

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HV's to be completed by ESO/EWO/ESW

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No improvement Attendance letter 3 meeting to be arranged and EWO/ESW to be present.

Minutes of the meeting to be recorded as evidence should a FPN be applied for or for Parental Prosecution

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HV's to be completed by EWO/ESW

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No improvement and unauthorised absence meets FCC Code of Conduct – School to issue Letter 4 and headteacher can request an FPN. (or if FPN issued previously EWO/ESW to progress directly to prosecution)

CYNGOR Sir y Fflint Flintshire COUNTY COUNCIL