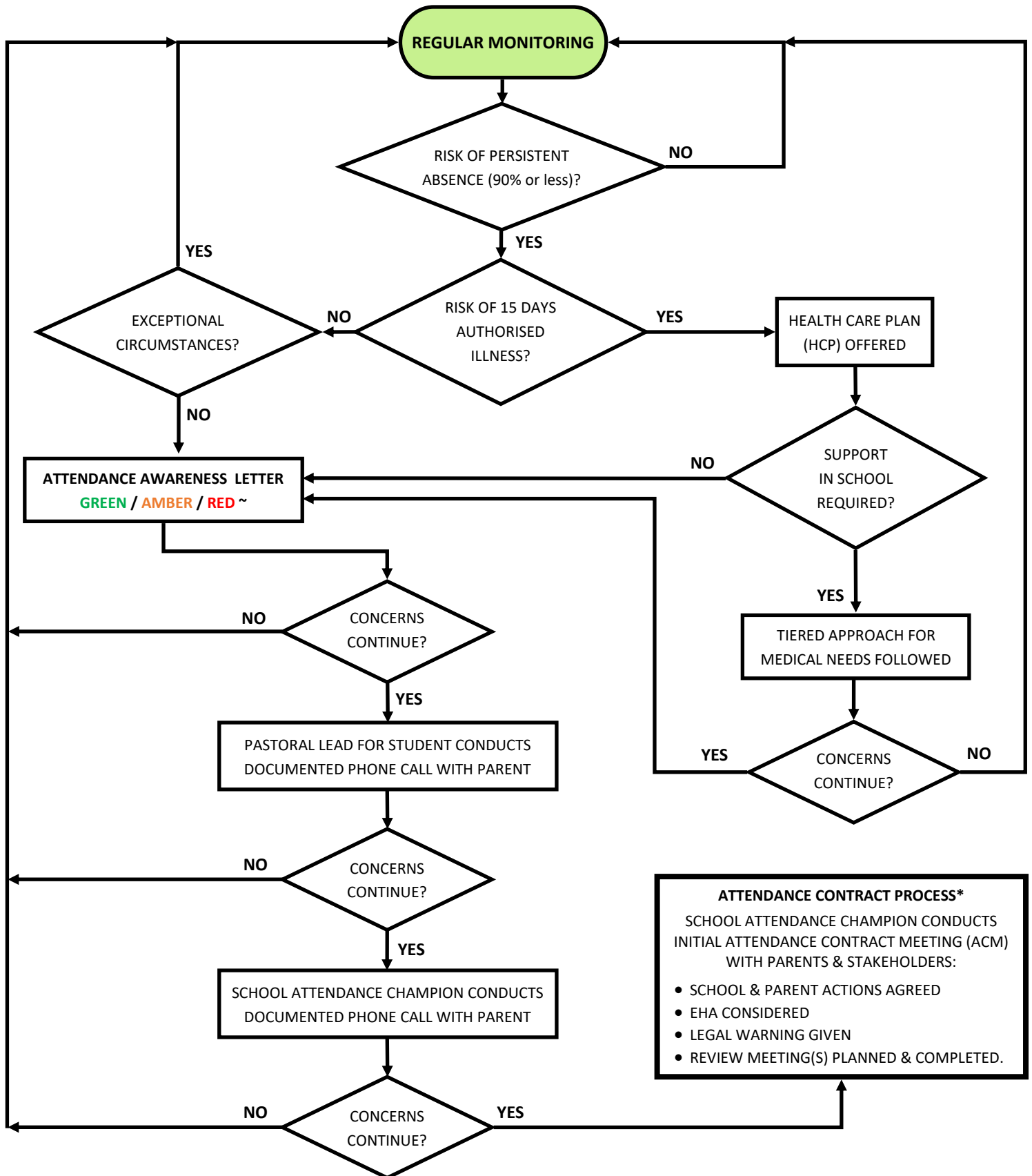


Appendix D: Soham Village College Attendance System Flowchart

Although we would never wish for a parent/carer to face legal action, the school may need to refer a case to the Local Authority if a student has too many absences from school. This can result in a Penalty Notice or prosecution through the Magistrates court for failing to ensure the regular school attendance of a child under **Section 444 Education Act 1996**.

To avoid such action, Soham Village College attempts to support families and students who are finding regular attendance challenging. We follow an established system, that is approved by the Local Authority, to regularly monitor the attendance of all students and communicate with families if concerns arise. This is outlined in the flowchart below. Further details of certain stages can be found in associated school policies and upon request.



ATTENDANCE CONTRACT PROCESS*
 SCHOOL ATTENDANCE CHAMPION CONDUCTS INITIAL ATTENDANCE CONTRACT MEETING (ACM) WITH PARENTS & STAKEHOLDERS:

- SCHOOL & PARENT ACTIONS AGREED
- EHA CONSIDERED
- LEGAL WARNING GIVEN
- REVIEW MEETING(S) PLANNED & COMPLETED.

~ GREEN = Students with no history of persistent absence. AMBER = Students with a history of persistent absence (90% or less in previous academic year). Red = Students with unauthorised absences in the current academic year.

* A flowchart outlining the Cambridgeshire County Council Attendance Contract Process can be found in Appendix E of the Soham Village College Attendance policy.