

Attendance procedures (The intervention thresholds below are guidelines - every case should be monitored on an individual basis)

Regular attendance = 96%
Reward points allocated.
(Form Tutor conversation with student if attendance drops below 96% and nudge letter sent to parents)



Tutors will be sent fortnightly attendance data for discussions with students - Logged on school system



Stage 1
Attendance falls to 95.5% or under – Letter sent to parent.
HOY/Attendance Officer meeting with student.



Stage 2
Attendance falls below 95% - Meeting with parents/student/Head Of Year / Attendance Manager and Education Welfare Officer. ADPR or support plan agreed and targets set. Group incentives applied as required



Stage 3
No improvement or falls to 92% or below. A second meeting to be held, medical evidence required. Plan reviewed and Attendance Manager, HOY and Welfare Officer to hold meetings. Pupil voice and PNP (Pastoral Needs Plan) completed with termly reviews.



Stage 4
90% or below. Student categorised as Persistent Absentee if attendance falls below 90%. Review of PNP – SLT involvement. Referral made to TASS, Educational Welfare Officer to issue fines if attendance does not improve. If attendance falls below 80% - TASS intervention and parent contract / APDR applied. Students below 50% are categorized as S.A. and referred to EHK.

Attendance Monitoring and Intervention Procedures

Action	Person Responsible
Punctuality	
<p>Students late due to buses. Tutors will need to mark as present when they arrive to lesson 1. Tutors will need to unlock their register and amend the mark to present not late. I would advise tutors in advance to take a list of those in their tutor group that do take the bus as we do not have this information anymore due to bus passes no longer being issued.</p>	Tutor to sign students in
<p>Late to lesson 1 but not on late gate. Tutors will need to email/contact the parent and carry out a sanction (10 minutes at break/lunch), keeping the HOY informed (email) that this has taken place. This is the same as a late to lesson and should be treated as such as mostly, parents have ensured they have got on site by 8:30am. Continued lateness should result in an after-school detention being issued and carried out by the tutor/HOY team. HOY to monitor.</p>	Tutors / Attendance Manager
<p>Late gate. Students late after 8:30am will be identified on the late gate, the list will be handed to Student Support and at 9am they will forward any amendments to PSL's. PSL's will need to ensure these late marks are amended to show they are late (L) but in doing this they will at least know that they have arrived to school before making the calls home to parents for absences. Student Support and the PSLs use the email or school comms to inform them on the day this happens. Late students. Daily break detention. PSL will need to run a report on lates on a Friday and update the spreadsheet. Repeated lates should be transferred to an after-school detention if it's more than 2 in one week for 1 hour and tutors make a welfare call home. This information will be displayed on bulletin boards/Power Point to inform students they need to report to their HOY. Repeated late issues should then be addressed by the Tutor/ HOYs and contact made with the parent and a telephone or meeting held to address.</p>	PSL/HOY / Attendance Manager
<p><u>Late after Close of registration</u> PSL/HOY Parents will be informed via letter/email by the PSL/HOY. If poor punctuality persists, parents are called for a meeting with the HOY and could be liable for a fixed penalty notice.</p> <p>For students arriving after 9.00am they will receive a U code unless they have medical evidence to support, they had a medical appointment in which case they will have a M code. Student Support will deal with students signing in and out after 9.00am.</p>	PSL/HOY / Attendance Manager
<p>Punctuality audited during attendance meetings</p>	Assistant Headteacher/HOY

Attendance	
Any unexplained first day of absence will be followed up via contact with parents via phone or email. Until contact is made, absence will remain as an 'N' code (unauthorised and unexplained. Should time allow, further attempts will be made to ascertain reasons for absence if parents fail to respond to the initial contact.	PSL / Attendance Manager
Follow up all 'N' codes emailed at the end of each day.	PSL/Attendance Manager
A RAG rated spread sheet will be updated fortnightly to the HOY detailing annual attendance to date. HOYs to complete feedback for attendance meeting fortnightly.	Attendance Manager/Data/HOY
HOYs will distribute the RAG spread sheet to form tutors for action where tutor intervention is required. Alongside other pastoral data related to attendance and punctuality.	Attendance Manager/ HOY
Student Attendance below 95.5% STAGE 1 Form tutors will speak to students in school to discuss any issues or problems to ascertain how school can help to improve their attendance. A letter sent informing them of expectations regarding regular attendance. This is a nudge letter only.	Attendance Manager/ Tutor/HOY/PSL
Student Attendance below 94% STAGE 2 A meeting will be held with the parent/student/HOY and Attendance Manager and an APDR or support plan will be agreed with targets set with HOY, Attendance Manager, Education Welfare Manager or member of the SLT. PP students highlighted to Education Welfare Officer.	Attendance Manager/HOY/EWO/SLT
Student Attendance below 92% STAGE 3 A second meeting will be held with parent/student. Medical evidence will be required for illness and students will complete a student voice. APDR/support plan will be reviewed. Parents informed that a Fixed Penalty Notice can be issued for 10 unauthorised sessions in 10 weeks if attendance drops to 90%. The Education Welfare Officer to hold meetings, house visits, telephone calls with parents of PP students.	Attendance Manager/HOY/EWO/SLT
Student Attendance below 90% STAGE 4 You will be categorised as a Persistent Absentee if attendance is below 90% (PA). A referral will be made to TASS (Teaching Around School and Setting). This will be followed by an attendance meeting with TASS, parent/student and HOY. A Fixed Penalty Notice will be issued for 10 unauthorised sessions in 10 weeks following a stage 3 meeting. The meeting will also be contracted and if attendance does not improve, parents could be prosecuted. The Education Welfare Officer will issue fines if attendance does not improve.	Attendance Manager/ HOY/TASS/EWO
Attendance report – 2 weekly HOYs will complete a review of attendance before the meeting. They will identify students at each level of intervention, punctuality and the attendance of vulnerable groups.	Attendance Manager/ HOY/Assistant Headteacher