

Attendance

Good attendance at Willingdon Community School is 96% and above. Students are required to be in school for 190 days of the year, leaving 175 days for holidays.

100% Attendance = 50 Reward Points

99-97% = 38 Reward points

95-96% Attendance = 25 Reward points

- Form Tutor conversation with student if dropping to 96% and nudge letter

STAGE 1

Student attendance is below 95.5% or has an accumulation of: 6 sessions in Term One, 8 sessions in Term two, 14 sessions in Terms three +

- Stage 1 letter to parents, DOSP / Attendance Officer meeting with student

STAGE 2

Student attendance is below 94% or has an accumulation of: 8 sessions in Term One, 12 sessions in Term Two, 16 sessions in Terms Three +

- Meeting in school with parents, student, DOSP and Attendance Officer
- An APDR or support plan is agreed with targets set with DOSP, Attendance Officer, Education Welfare Officer or member of the SLT.
- PP students highlighted to EWO

STAGE 3

Student attendance below 92%

- A second meeting to be held with parents and student
- Medical evidence is required for illness
- Students will complete a student voice
- Attendance support plan / APDR reviewed
- Parents informed that a Fixed Penalty Notice can be issued for 10 unauthorised sessions in 10 weeks if attendance drops to 90%
- Education Welfare Officer to hold meetings, house visits, telephone calls with parents of PP students

STAGE 4

Student Attendance below 90%

- You will be categorised as a Persistent Absentee if attendance is below 90% (PA)
- A referral will be made to ESBAS. (Education Support Behaviour and Attendance Service). This will be followed by an attendance meeting with ESBAS, parents, student and DOSP
- Fixed Penalty Notice will be issued for 10 unauthorised sessions in 10 weeks following a stage 3 meeting
- Meeting will also be contracted and if attendance does not improve parents could be prosecuted
- EWO issue fines and prosecute if attendance does not improve

96%

95.5%

94%

92%

90%