

A Staged Approach to Supporting Attendance – 2018 - 2019

Stage	Monitoring Period		Monitored by
Attendance Above 97%	Ongoing	<ul style="list-style-type: none"> Attendance above 97%. Rewarded and celebrated by HoY, HOH, Form Tutor and Attendance Officer 	Head of Year
Cause for concern Level 1 94.1% and 97%	4 weeks	<ul style="list-style-type: none"> If attendance drops below 97% in the first half term the HoY arranges for AT1 letter to be sent. HoY ensures that this is tracked on sims Focus Assessment Marksheet If attendance drops below 97% for the rest of the academic year the HOY arranges for AT1 letter to be sent. The HoY ensures this is tracked on sims Focus Assessment Marksheet In some cases, for both of the above, a meeting with parents/carers may be necessary 	Head of Year
Cause for Concern Level 2 Below 94%	4 weeks	<ul style="list-style-type: none"> If attendance does not improve as a result of AT1 level of intervention and falls below 94%, the HoY arranges for AT2 Letter to be sent. The HoY ensures this is tracked on sims Focus Assessment Marksheet. The letter includes information regarding legal implications. The HoY offers to meet with parents/carers to discuss concerns and identify any barriers to attendance as well as any possible additional educational needs. A plan of action is agreed and documented along with attendance targets to support an improvement in attendance. The Head of Year informs the Attendance Officer of the date of the meeting and the Attendance Officer will attend where possible. A CAF is also considered where applicable. Attendance Targets are set and monitored by the HoY. 	Head of Year
Attendance Panel Fast Track/Legal Considerations	5 weeks	<ul style="list-style-type: none"> If attendance does not improve as a result of AT1 or AT2 letters being sent as well as AT2 meeting and monitoring, the case may progress to the Governors Panel. This is the beginning of a legal process. Targets are set and monitored weekly by the Attendance Officer. Feedback is provided to parent/carer where the student is failing to reach targets agreed and set. The Attendance Officer records all communication and correspondence ensuring it is documented as this may go on to be used as evidence in Court. If attendance does not improve and/or targets are not met and there is no known defense, a referral is made by the Attendance Officer to the Local Authority Educational Welfare Service for legal consideration. 	Lead Attendance Officer
School EWO Intervention	As Part of AIP (Attendance Improvement Plan)	<ul style="list-style-type: none"> The school Education Welfare Officer also works with Coopers and has an allotted caseload. When a case is allocated to the school EWO, the EWO will meet with parents/carers and agree an Attendance Improvement Plan. This is as an additional supportive measure. Where attendance does not improve and targets are not met, the EWO will consider referring the case to the Local Authority Education Welfare Service for legal consideration 	School EWO
Persistent Absentees 10% absenteeism or more	Ongoing	<ul style="list-style-type: none"> Assistant Principals and Heads of Year overseeing Years 7 – 11, monitor students in the Persistent Absentee category each half term. Letters are sent to parents of all students in the PA category to ensure they are aware that their child is in the PA category. The school will work with parents and carers of students in the PA category to plan a course of action and improve attendance. 	Assistant Principal/ Head of Year