

The Four Stones Multi-Academy Trust

Attendance Policy

Version Control

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Introduction

Our expectation is for all students to have 100% attendance and 100% punctuality to school and all lessons. There is strong statistical evidence to show that students who achieve this are more successful in school, make greater progress and that they are more likely to achieve their academic potential. The table below further highlights the link between attendance and learning:

If attendance over the school year is...	...the student will miss this many days	...and this many lessons
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

In addition to the academic reasons for attendance, national research also shows:

- Children with poor attendance often become the victims of bullying
- Prolonged absence from school can lead to loneliness. It can make it harder for your child to get along with other children and make friends.

The Four Stones Multi Academy Trust (MAT) values achievement of every kind and believes that we all respond well to having high expectations placed upon us.

Responsibilities

Although the legal responsibility for regular attendance at school rests with parents/carers, we regard the encouragement of good standards of attendance as a partnership with families designed to support the development of each individual student's potential.

If parents/carers have any concerns about their son/daughter's attendance or are concerned that there may be underlying reasons for him/her failing to attend school, then they should contact the attendance officer.

We ask that parents/carers support us by:

- not letting their son/daughter(s) take time off school for minor ailments.
- arranging appointments and outings after school hours, at weekends or during school holidays.
- not taking holidays during term time.
- ensuring that their son/daughter attends punctually at the beginning of every day.
- ringing or emailing by 9:00am on the first morning of all absences with the reason and saying when the student will return (we have a dedicated section of our phone line for this purpose). We ask that this procedure is repeated for any subsequent days' absence.
- sending in a note explaining the reason for absence on the student's return to school after an illness (this is a legal requirement).
- keeping us informed by telephone, letter or email on every subsequent day of absence after the first day.
- letting us know if there is any on-going medical reason that prevents their son/daughter attending school.

Each school will:

- follow up all first day unexplained absences by phone call / email / text as soon as possible.
- continue to monitor the absence of a student who does not subsequently return to school as indicated with no explanation.
- remind parents/carers of the importance of regular attendance and punctuality via letters newsletters and the school website.

- publish students' attendance rate as part of their school reports.
- inform parents/carers if we have concerns regarding a student's attendance.
- challenge regular lateness.
- refer any serious attendance concerns to the Education Investigation Service (EIS).
- in extreme cases, work with the appropriate authorities and exercise all possible powers we have to enforce attendance.
- inform the local authority and discuss arrangements for the education of students who are likely to be absent for 15 days or more.
- communicate with the local authority and alternative education providers to support students with medical needs.

Authorised and Unauthorised Absence

Legally schools are required to distinguish and report on authorised and unauthorised student absence.

Authorised Absence

A student's absence will be treated as authorised if he/she is unable to attend school due to illness, medical, dental treatment, the death of a close family member or where permission has been granted by the headteacher. Other authorised circumstances such as student study leave, work experience and educational visits will be entered by the school.

Parents/carers should note that, ideally, all medical and dental appointments should be arranged for after school so that students do not miss any lessons. Where this proves to be impossible then students should bring an appointment card to school and follow procedures in the relevant school's appendix in order to be granted leave of absence during the day. The student should then sign out at reception before leaving the school.

In order that we might be sure of the whereabouts and safety of our students we ask that parents/carers ring the relevant school by 9:00am on the morning of the first day of absence to notify us of the situation as described above.

On return to school, a letter signed by the parents/carers is required to confirm the reason for absence and the dates involved. We ask that this letter is brought to school on the first day back.

In cases of long-term absence or where a student's attendance is causing concern, doctor's notes or other medical evidence will be requested.

Unauthorised Absence

If an absence cannot be authorised or a reason for absence is not forthcoming, the absence will be treated as unauthorised and parents/carers will be contacted by the school in order to seek a valid reason. It is at the school's discretion as to whether absence is authorised or unauthorised.

Extended Periods of Absence (including Holidays)

Please note, under recent amendments to the Education (Pupil Registration) regulations, 2006, headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. All applications are assessed on an individual basis by each headteacher. In such exceptional circumstances, headteachers determine the number of school days a student can be away from school if the leave is granted. The government has not defined the 'exceptional circumstances' referred to in the amended regulations. It is for the headteacher to decide what is considered as exceptional circumstances. However, under these amendments, family holidays do **NOT** qualify as exceptional circumstances. However, leave to attend a high-level sporting commitment or to travel with the family due to the illness of a close family member may be deemed as exceptional circumstances. The schools' term dates are published a year in advance and are made available on their websites in the expectation that parents/carers will ensure that holidays are taken during school holiday times.

The strongest factor in underperformance at GCSE and A Level is irregular or poor attendance and it is our belief that we would be failing in our responsibility if we sanctioned time off school in all but the most exceptional circumstances. Parents/Carers are therefore asked to respect these new regulations under which we must now work, and that if there is a need to take your son/daughter out of school during term time, it must be made very clear in the request how the circumstances are exceptional. In such circumstances, requests for the school to authorise absence should be made by writing to the headteacher in advance, not in retrospect.

Applications for leave of absence, which are made and refused, will result in the absence being unauthorised, which may result in legal action against parents/carers, by Penalty Notice, if the student is absent from school during that period.

Work and absence

Every lesson missed is an opportunity missed. Although every effort is made to support students in catching up with work missed, simply cannot be made up, so students inevitably lose out and their progress will be affected.

- Students who have permission to be absent from school (see above) are expected to get work in advance from teachers and make up any written work missed as soon as they can.
- Students who are off school for an extended length of time may obtain work to complete during their absence. This may be obtained by contacting the relevant pastoral leader.
- Students who are absent without notice (e.g. due to illness) are expected to complete all work missed. There is a section in the student planner for students to note work missed which will be monitored by teachers. We ask that parents/carers also monitor this, to ensure all work is completed.

Request for leave of absence

If medical or dental appointments have to be made in school time, an appointment card or a letter from parents/carers should be shown to the Attendance Officer at least 48 hours prior to the day concerned and a pass will be issued.

Parent/carers who would like to request a leave of absence for exceptional circumstances should write a letter to the headteacher in advance.

Children Missing Education

- We ask all parents/carers to provide us with more than one emergency contact number. This gives us additional options to contact a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.
- The Attendance Officer prioritises phone calls and home visits for key students.
- The designated safeguarding lead (DSL) follows appropriate procedures when carrying out reasonable enquiries- e.g. discussions with neighbours, relatives, landlords etc to determine whether a child may be at risk of harm.
- There may be occasion where we have been unable to contact parents/carers after 2 days, have no information as to the whereabouts of the student, there is no answer at the home address and neighbours do not know of their whereabouts. In that case, the DSL or Attendance Officer will request the police do a safe and well check on the second or third day of absence. We inform social services, through the Worcestershire Family Front Door, to let them know we have requested a police safe and well check.
- We inform the local authority of any student who has missed 10 school days or more without permission.
- When appropriate, the DSL will make a referral to social services and/or police.

Monitoring

Staff at each school monitor attendance and punctuality; this includes designated members of SLT team, Attendance Officer(s); pastoral leaders and the form tutor. There are other staff (e.g. school nurse, family support worker) who may monitor attendance as part of their work with individual students and families.

The processes and responsibilities for monitoring are outlined in the appendix for each school.

The Education Investigation Service (EIS)

The EIS is the Local Authority's statutory service for the enforcement of school attendance and other education related legal interventions.

A school will refer a student to the EIS if:

- A student's attendance declines below 90% unless appropriate medical evidence is provided to excuse absence
- A student's attendance declines rapidly and there is little evidence of parental/carer engagement.
- A student's attendance declines rapidly and parents/carers refuse to accept their responsibility for ensuring that their son/daughter attends the school every day and on time
- Parents/Carers condone their son/daughter's absence or truancy
- Parents/Carers remove their son/daughter from school for unauthorised absence – including for family holidays.

After negotiation with the school, the EIS may issue a Penalty Notice to a parent/carer. The Penalty Notice is £60 if paid within 21 days and £120 if paid within 28 days. The local authority's code of conduct states that 'The issuing of a Penalty Notice is considered appropriate in cases of:

- An excluded child is found in a public place during the school hours of the first five days of exclusion
- Overt truancy is detected (including being caught on truancy sweeps)
- Parentally condoned absence is evidenced
- Unauthorised leave of absence has been taken (unauthorised family holidays)
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)

We are obliged to refer any issues to the EIS who will decide whether to issue a Penalty Notice.

The use of a Penalty Notice allows a parent/carer to discharge their liability for an offence under section 444 of the Education Act 1996 and 103 of the Education and Inspections Act 2006 by the payment of a fine. If the fine remains unpaid at the end of the 28-day payment period, the matter will automatically proceed to court for prosecution of the original offence unless the notice is withdrawn and the parent/carer will be notified in writing.

- Begin court proceedings when the school and EIS have exhausted all possible strategies
- It is hoped that the working partnership between the school, the parent/carer and the student will lead to positive outcomes with regard to any attendance and/or punctuality issues and avoid the need to begin legal proceedings. However, it should be noted, that if there is not an appropriate improvement in attendance and that if recourse has to be taken to legal action, this may result in a parental/carer fine of up to £2,500, a community order or, in extreme cases, a jail sentence of up to three months. If the court thinks it will help to stop your child missing school. The court may also impose a Parenting Order. Please see the following website for further details: http://www.direct.gov.uk/en/parents/schoolslearninganddevelopment/yourchildswelfareatschool/dg_066966

Support for Attendance Issues

All schools in the Four Stones MAT seek to be proactive when dealing with attendance issues and aim to provide high quality teaching, curriculum flexibility, mentoring and multi-agency working. If a student's absence gives cause for concern, a school leader will, where appropriate, instigate a support package.

Rewards and sanctions

All schools have a variety of rewards for attendance and punctuality. Reasonable adjustments will be made to ensure students with medical conditions are not disadvantaged.

Students who are late (either to school or to lessons/tutor sessions throughout the day) will be sanctioned in accordance with the school's behaviour protocols.

Students who abscond from lessons and/or leave the school site without permission at any time during the school day will be sanctioned in accordance with the Behaviour for Learning Protocols for each school.

Appendix 1: Haybridge High School Attendance Monitoring and Protocols

Overview of protocols

Times of day

Tutor time	8.45 – 9.10
Period 1	9.10 – 10.10
Period 2	10.10 – 11.10
Break	11.10 – 11.30
Period 3	11.30 – 12.30
Lunch (KS3/5)	12.30 – 13.15
Period 4 (KS4)	12.30 – 13.30
Lunch (KS4)	13.30 – 14.15
Period 4 (KS3/5)	13.15 – 14.15
Period 5	14.15 – 15.15

The school uses SIMs to record attendance during am/pm sessions and all lessons. The morning register is taken at 8.50 and afternoon registers are taken as follows:

Years 7 and 8:	13.15 (KS3 period 4)
Years 9, 10 and 11:	12.30 (KS4 period 4)
Years 12 and 13:	13.15 (KS5 period 4)

Staff are expected to take the lesson register during the first ten minutes of the lesson and any anomalies/ concerns should be emailed to the Attendance Officers and Head of Year. The Attendance Officers will then check the anomaly and ensure that this is followed up.

Late protocols

Punctuality is essential to ensure that students do not lose valuable learning time.

- Students should be onsite no later than 8.45 and ready to start tutor time promptly at 8.50.
- Students arriving onsite after 8.45 should sign the late register in reception. If they do not have a valid reason they will be marked as late to school and a sanction will be issued.
- Students arriving to tutor time or lessons late and without a valid reason will be marked as late - sanctions will be issued for persistent lateness to lessons.

Some professional judgement will remain with the Attendance Officers to judge whether the student has given a valid reason for lateness to school.

- Examples of valid reasons could include a late bus/train through no fault of the student and extreme unplanned road traffic delays.
- Authorising lateness will remain at the discretion of the Attendance officer or Assistant Headteacher.

Sanctions for lateness

Parents/carers are encouraged to use the SIMS/FROG app to monitor their son/daughter's punctuality to school and lessons.

- Where there is a pattern of ongoing lateness, parents/carers will be notified by letter of the repeated lateness. The letter will state how many times their son/daughter was late in the previous week.
- For student's whose punctuality to school or lessons remains an ongoing cause for concern, a meeting will be held between an Attendance Officer, Heads of Year and parents/carers to try to resolve the issue.
- In exceptional circumstances, students will be expected to attend on TED days to make up the missed work.

Years 7-11

Late Sanctions – Late to lessons report (4 or more lates in a week). Reset each half term		
1 st time = 30 min after-school detention	JMH / KO	Detention letter sent home
2 nd time = 1 hour after-school detention		
3 rd time = SLT after-school detention		

Late Sanctions – Late to school – reset each half term		
1 st time = SIM point and warning	JMH / KO	Detention letter sent home
2 nd time = 30 minute after-school detention		
3 rd time = 1 hour after-school detention		
4 th time – SLT after-school detention		

- Students who are found to have truanted from tutor time or assemblies will be required to complete an after school detention.
- Students who truant a lesson will be placed in an after-school SLT detention.
- Persistent truancy to tutor time or lessons may result in students being placed into isolated tuition.

Sixth Form

Stage	Action
1	If a student is late to 3 or more sessions in a week, they are placed into a Sixth Form 'lates' detention for 30 minutes.
2	If a student misses a 'lates detention' without a valid reason, they are placed into a Sixth Form 'lates' detention for 60 minutes.
3	If a student misses a 60 minute detention then they go into an SLT detention.
4	If a student misses the SLT detention then AJB/JA calls parents to discuss the issue and identify any issues that are causing lateness

Rewards

To ensure that students value the importance of good attendance, rewards are given to students who have consistently good attendance but also to those students whose attendance has improved throughout the year.

- Students will be rewarded for 100% attendance and significant improvements in attendance by way of achievement points and praise post cards.
- Attendance displays around school are used to celebrate the year groups and tutor groups with the most attendance and this is shared in assemblies.
- A bronze, silver, gold and platinum lapel badge is also awarded to students with 1, 2, 3 and 4 years 100% attendance respectively. These are worn on students' blazers.
- Students who have achieved 100% from year 7-11 or Year 12 and 13 will receive a certificate recognising their achievement.

Details of the monitoring procedures

Roles and responsibilities

The school employs a variety of methods to monitor attendance and punctuality. Senior staff and the Attendance Officers are aware of their responsibility to inform the Local Authority (LA) if a young person is missing or not attending Haybridge and we have not been informed they are on roll elsewhere.

The school seeks to be proactive when dealing with attendance issues. We aim to consistently provide high quality teaching and learning, curriculum flexibility, mentoring, multi-agency working, high quality transition from one key stage to another. Equally, when we need to be reactive, the aim is to be creative to reengage students by putting together a support package which can include some of the following:

- Off-site provision for example the ContinU Plus Academy, Medical Education Team etc;
- Core subjects taken in school;
- Continuous mentoring and engagement with parents/carers;
- Use of taster sessions/extended work experience to re-motivate where available.

Monitoring will also involve the School Nurse, the Safeguarding team and/or the AEN department, where appropriate, for students who are a significant cause for concern. Multi-agency meetings will be called where required if the school has significant concerns about a student's welfare in terms of attendance. The school may initiate legal proceedings- e.g. parental responsibility measures if attendance falls below the requirement.

The **Assistant Headteacher responsible for attendance** has an oversight of the whole attendance system, working closely with the Heads of Year, Attendance Officers and Pastoral Support Staff. The role of the Assistant Headteacher is to:

- Oversee attendance procedures and ensure that policies are adhered to.
- Be aware of students who are a cause for concern and ensure that meetings take place so that intervention is timely and appropriate. Regular meetings are held between the Assistant Headteacher, the Attendance Officer, and a representative from the safeguarding and AEN teams, to ensure that the correct support is in place for students causing the most concern.

The **Attendance Officers** are responsible for following the policies and procedures so that all students are accounted for each day, to ensure that students are sanctioned as appropriate and to plan ways to improve attendance. The Attendance Officers do this by:

- Phoning as soon as is practical on the first day of absence in order to ascertain a reason for a student's absence if prior notice has not been given;
- Regularly completing attendance checks for a year group and contacting the parents/carers of all absentees by phone or in person;

- Receiving and recording any requests for absence. Form Tutors support this by placing any letters they receive requesting absence in the relevant Head of Year tray;
- Informing relevant staff in the Student Support Teams, and the Safeguarding and AEN Teams of any attendance/punctuality concerns;
- Liaising with Form Tutors and Heads of Year who have regular contact with tutor groups and are in an ideal position to monitor each student's attendance;
- Producing weekly reports for attendance, which are discussed weekly at SLT meetings and regularly in line management meetings between the Attendance Officers and the Assistant Headteacher;
- Emailing staff and the Heads of Department (or Head of Year for tutor registers) to request completion if a register not be completed. Where there is a persistent failure to take a register a meeting will be held with the member of staff, Head of Department and Senior Leader responsible for the subject area;
- Monitoring the attendance of each student and keeping detailed records of the strategies used to support their attendance. Strategies including letters home, home visits or meetings will be employed on an individual basis in consultation with the Head of Year and Assistant Headteacher.

Form Tutors will receive a copy of students who have below 95% attendance so that they have an overview of the students in their form group and can be the first source of support.

Thresholds for interventions

Day 1 Parent/Carer contacted if no reason given for absence
Continued Absence Monitored by Attendance Officers in line with Attendance Policy
Letter 1 Below 93% at the end of previous academic year - with information booklet "what does good attendance mean?"
Letter 2- Attendance falls below 95% during academic year Expression of concern. Monitored by Attendance Officers.
Letter 3 - Attendance falls below 93% Meeting with Student and Head of Year. Individual Attendance Monitoring form completed. Monitored by Attendance Officer
Letter 4 - attendance falls below 90% Meeting in school with parents/carers.
Letter 5 Continued absence – Requesting of medical evidence and informing absence will be unauthorised if not provided. Referral to Educational Investigation Service.

Contact details and reporting an absence

In order that we might be sure of the whereabouts and safety of our students the school asks that parents/carers contact the school by 9.00 on the morning of the first day of absence to notify us of the reason for absence (Absence Mailbox telephone number is 01562 886213) or email attendance@haybridge.worcs.sch.uk for lower school or sixthformattendance@haybridge.worcs.sch.uk for Sixth Form.

In line with Safeguarding requirements, parents/carers are asked to contact school on each day of absence. Where reasons for absence are inadequate or not received we may choose to unauthorise absences.

Appendix 2: King Charles I School Attendance Monitoring and Protocols

Overview of protocols

Times of day

Tutorial	8.40 – 9.00
Period 1	9.00 – 10.00
Period 2	10.00 – 11.0
Break	11.00 – 11.20
Period 3	11.20 – 12.20
Lunch	12.20 – 12.55
Period 4	12.55 – 13.55
Period 5	13.55 – 14.55

Late protocols

School begins with a tutorial session at 8.40am. All students must arrive to school and all lessons on time.

- The school's Attendance Officer checks the registers and if a student is still absent by 9.15am and no communication has been received from the student's parent/carer then contact will be made with the student's parent/carer.
- If a student is marked late to school or lessons, without an appropriate reason the students will then be placed in a C2 detention, which takes place at lunchtime.
- If a student is marked as late twice in a week to school/lessons, without an appropriate reason (for example a medical appointment, supported by a letter or appointment card), then they will be placed in a C3 detention, which takes place Monday-Friday between 2.55pm and 3.55pm.

Lesson truancy

- Students are registered in every lesson. Any student who is absent during lesson time, without permission will be placed in isolation and the parents/carers will be contacted as soon as the absence has become apparent. If the student subsequently fails to comply with the school's attendance requirements, then parents/carers will be asked to attend an attendance panel meeting at the school.
- If a student absconds from school during the day, then he/she has chosen to place him/herself beyond our care. In such circumstances, parents/carers will be contacted and a sanction will be issued.

Rewards

- Certificates
- Reward lunches

Details of the monitoring procedures

Roles and responsibilities

There are a number of staff at the school who monitor attendance and punctuality: designated member of SLT team, Attendance Officer (AO); form tutor; and head of year.

The **designated member of the SLT** will:

- oversee attendance and punctuality procedures
- be aware of students who are a cause for concern
- Informs the headteacher of any attendance/punctuality concerns

The **Attendance Officer** will:

- monitor the attendance and punctuality of all students and inform the heads of year of any causes for concern
- check the registers
- and if a student is still absent by 9:15am and no communication has been received from the student's parent/carer then contact will be made as soon as is practical with the student's parent/carer.
- on a weekly basis, provide data to show each Year group's attendance, authorised absence, unauthorised absence and persistent absence. This information will be disseminated to the head of year, headteacher, and designated member of SLT.
- monitor punctuality and set detentions for any student who attends school or lessons late (after the start of the tutorial session at 8:40 am)
- liaise with heads of year to report punctuality concerns. As with attendance issues, this may result in an invitation to parents/carers to attend a meeting at school to support student punctuality.
- refer to the Educational Investigation Service (EIS) for potential prosecution.
- meet with all students and parents and carers whose attendance is below 90% or whose attendance gives cause for concern, to devise an attendance strategy.

The **form tutor** will:

- monitor the attendance of his/her tutor group on a daily basis.

- ensure that absence notes are collected on a student's return to school.

The **head of year** will:

- monitor attendance for the whole year group. They are responsible for ensuring that their year group meets or exceeds the school attendance target.
- contact parents/carers where attendance falls below 92%, which may result in a meeting in school to devise an attendance strategy.
- meet with all students and parents and carers whose attendance is below 90% or whose attendance gives cause for concern, to devise an attendance strategy.

Thresholds for interventions

Stage	Attendance	Category
1	96%- 100%	Expected
2	90% - 96%	Below expected
3	<90%	Concern

Attendance Percentage	Response/Action
Below 90% Previous academic year	Return to school support calls from SEND/Pastoral team Pastoral team support check ins during tutorial Text nudge to parents/carers
94-96%	Attendance monitored by attendance officer and Head of Year Attendance concern letter 1 at 94% Information leaflet 'Every day counts'
92-94%	Attendance concern letter 2 Meeting with student and member of the pastoral team
Below 92%	Attendance meeting face to face/Microsoft Teams Attendance strategies devised and all actions identified in writing Home visit completed on failure to attend Request for medical evidence for future absences
Continued absence unsupported with medical evidence	Refer to the Educational Investigation Service (EIS) for potential prosecution.

Contact details and reporting an absence

The school uses a SIMS system called Lesson Monitor to record student attendance during am/pm sessions and for all lessons. We ask that if a student cannot attend school on a particular day, that the parent/carer phones the Attendance Officer (01562 512880 or 07720 212721) by 9:00am, to report the absence. We ask that this procedure is repeated for any subsequent days' absence.

Appendix 3: The De Montfort School Attendance Monitoring and Protocols

Overview of protocols

Times of the day

Tutor time	9.00 – 9.10
Period 1	9.10 – 10.10
Period 2	10.10 – 11.10
Break	11.10 – 11.30
Period 3	11.30 – 12.30
Lunch/Tutor time	12.30 – 13.30
Period 4	13.30 – 14.30
Period 5	14.30 – 15.30

Late Protocols

Students arriving after 9am must enter the school through Reception. They will be asked their name and form and registered by the Receptionist. They will automatically be assigned a C2 consequence for being late. Three late marks in a week will be escalated to a C3 consequence.

Students will be instructed to report to their attached Senior Intervention Tutor who will escort them to their tutor period or lesson.

Sanctions for lateness

Students arriving to school late will serve a C2 (20 minute detention) the following day. Students accruing 3 late marks in a week will serve a C3 (1 hour detention).

Rewards

Rewarding attendance and punctuality is a very important method of acknowledging achievement and also encouraging improvements in current attendance and punctuality rates. The following rewards will be issued to students:

- 100% attendance for each week will result in the award of a reward point
- Being punctual for each session during a week will result in the award of a reward point
- Verbal praise will be given to students who have improving patterns in attendance and punctuality
- Form tutors will issue praise postcards to students who show sustained improvement in attendance and punctuality

In addition to the above, certificates will be awarded each half term to:

- All students with 100% attendance
- Those students who have demonstrated a sustained improvement in their attendance for the whole half term

Letters of praise will also be issued to students who have been issued tier 1, 2 or 3 letters when their attendance returns to above 95% attendance.

Details of the Monitoring Procedures

Roles and responsibilities

Attendance is everyone's responsibility. The information below provides clarity of our expectations for members of staff in supporting our drive for excellent attendance:

Teaching Assistants and Teachers:

- Engage students in conversations relating to attendance and punctuality
- Provide praise where a student's attendance is good or improving
- Sensitively provide challenge on the need to attend regularly to make sure individuals do not fall behind
- Provide feedback to the Form Tutor where issues are identified that may be contributing to low attendance or poor punctuality

Form Tutors:

- Provide students with their weekly and accumulative attendance data, ensuring it is recorded in planners
- Praise verbally and through praise postcards students who have excellent or improving attendance and punctuality
- Offer encouragement and challenge to students who have poor or declining attendance
- Challenge issues relating to punctuality

Senior Intervention Tutors

- Make follow up calls to students who are absent each day to challenge reasons for absence and offer support where required.
- Update the daily attendance tracker with details of illness (or other reasons) and expected day of return for each absent student
- Hold encouraging and challenging meetings with students where attendance is declining as directed by the HOL
- Home visits to collect students who are not in school, but have no valid reason for absence
- Supporting Tier 2 and 3 attendance interventions

Head of Learning:

- Provision of data summaries to Form Tutors relating to attendance and punctuality
- Leadership and Management of students with attendance/punctuality that is declining, including meeting parents in receipt of tier 2 attendance letters
- Provision of a weekly assembly to students providing feedback on attendance and punctuality; both positive and areas to work upon
- Implementation of rewards for attendance, praise postcards and half termly certificates

Attendance Officer:

- Check all registers are called and attendance marks are accurately recorded
- Update the daily attendance spreadsheet, indicating students to receive a follow up call from the SIT and direct safeguarding calls to the PSW
- Update the attendance tracker with information relating to interventions being implemented for individual students
- Provide accurate data for the weekly attendance meeting, actioning tier 1, 2 and 3 letters in accordance with decision made within this meeting
- Provide the Pastoral Deputy Headteacher with daily, weekly and accumulative data for the whole school, year groups and specific subgroups.
- Update the MAT weekly attendance tracker for TDMS

Pastoral Support Worker:

- Complete daily safeguarding welfare check phone calls for absent students
- Attend the weekly attendance meeting to provide updates on complex cases
- Conduct home visits as directed from weekly attendance meeting and under the Pastoral Deputy Headteachers instruction
- Attend tier 3 parental meetings, overseeing progress towards the set attendance target, providing support and challenge to ensure there is every chance that it is met
- Completion of statutory referrals for legal intervention when tier 3 targets are not met

Pastoral Deputy Headteacher:

- Line Management of the Attendance Officer and Pastoral Support Worker
- Line Management of Heads of Learning and Senior Intervention Tutors
- Day to day leadership and management of the attendance team and process, including check first day phone calls occur by 10am and oversight of home visits arising from first day phone calls
 - Provision of data to the Headteacher and Senior Leadership Team
 - Leadership and Management of students in receipt of tier 3 attendance letters
 - Oversight of communication to parents (SIMS Parent App, letters)
- Chair the weekly attendance meeting
- Chairing of tier 3 attendance meetings

Headteacher:

- Hold oversight of attendance, including holding the Pastoral Deputy Headteacher to account for attendance and punctuality figures
- Provide concise and accurate attendance summaries to trustees, Deputy CEO and CEO

Thresholds for interventions

Daily attendance
<p>Attendance Officer produces daily absence spreadsheet for each Year Group Circulation: Pastoral DHT, Pastoral AHT, HOL, SIT, Attendance Outreach Worker</p>
<p>Actions</p> <p>SIT: Calls students where there is no reason given or the reason is 'ill' and update tracker. Aim: to establish how ill and when a return is likely. Also, to place a strong message around attending every day, even when 'slightly unwell' if appropriate.</p>

Pastoral Support Worker (PSW): Home visits/telephone calls conducted to identified students and those between 80 and 90%.
Aim: Challenge PAs

Weekly Attendance Meeting

Pastoral DHT chairs a weekly meeting with Pastoral AHTs, AO and PSW
Documentation: Google docs intervention tracker and latest attendance summaries for each year group (supplied by AO).

Actions:

Review application of the policy and protocol to ensure compliance
AO records agree actions for each student on Google docs intervention tracker
PSW compiles a priority list for children to receive home visits/telephone calls
Fortnightly review of student's attendance levels and actioning of tier system letters

Weekly tutor sessions

HOL produces a weekly summary assembly for each form group sharing weekly attendance and offering praise to the form with the highest attendance and any students of particular note.

Form Tutors inform students of their weekly attendance for recording in student planners.

Tiered approach to challenging poor attendance

Tier 1

Trigger: an individual student's attendance falls below 95%

Action: Tier 1 letter is sent home

Outcome:

1. Parents are aware that there is a problem and are encouraged to address it.
2. They are made aware that failure to improve may lead to prosecution.
3. Form Tutor and HOL is informed and encourages the student offering challenge and praise as appropriate

Tier 2

Trigger: an individual student's attendance falls below 93%

Action: Tier 2 letter is sent home

Outcome:

1. HOL informed
2. HOL hosts a meeting with parents where attendance is discussed and strategies to improve attendance are agreed.
3. HOL records this on the Google Drive intervention tracker and shares information with the Form Tutor
4. Form Tutor and HOL monitor progress against strategies, encouraging and challenging as appropriate

Tier 3

Trigger: an individual's attendance falls below 90%

Action: Tier 3 letter is sent home

Outcome:

1. Pastoral DHT calls an attendance target setting meeting is conducted and a formal attendance target is set.
2. AOW and Pastoral AHT monitors compliance with target
3. 15 school days later a review is conducted by the Pastoral DHT (MT), PSW and/or EWO
4. 30 days later meeting with Pastoral DHT (PH), Pastoral DHT (MT) and PSW is conducted outcome:
 - a. Target met and close monitoring by the AOW and/or EWO resumes
 - b. Target not met referral for prosecution is made.

Attendance reviews will be conducted on a 2 weekly cycle to assess which students fall at which tier of intervention.

Contact Details and reporting an absence

Pastoral Deputy Headteacher with responsibility for attendance: Mr S Weston

Attendance Officer: Mrs E Cook

Pastoral Support Worker: Mrs C Jennings

All attendance enquiries, including reporting a child absent should be address to: attendance@tdms.worcs.sch.uk or 01386442060 option 1