

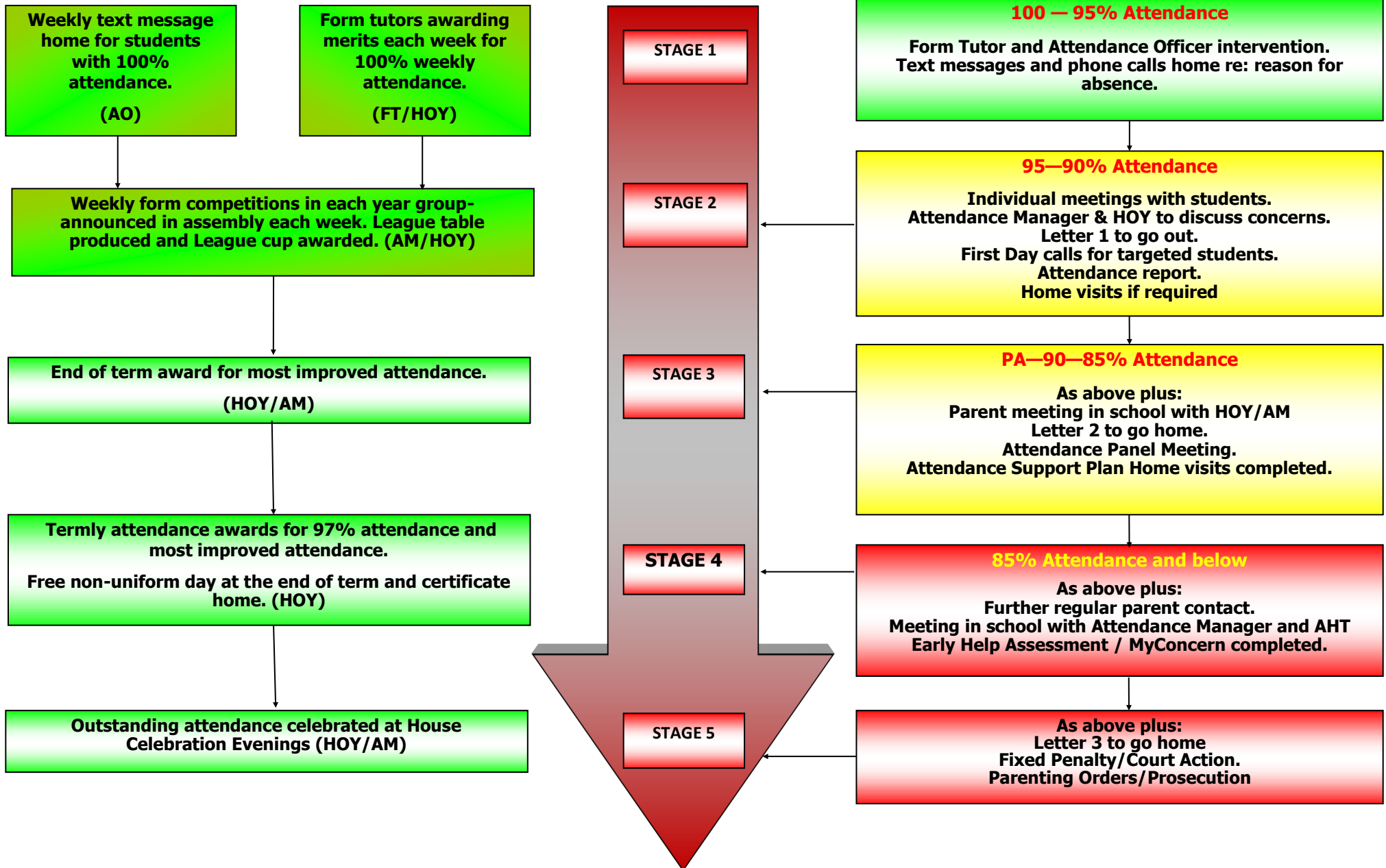
Attendance Interventions Framework



Celebrating Good Attendance

ATTENDANCE TRACKER

Addressing Attendance



Stage 1	Responsibilities & Actions	Stage 2	Responsibilities & Actions	Stage 3	Responsibilities & Actions
<p>Student absent for a registration or lesson</p>	<p>Tutor/Subject teacher</p> <ul style="list-style-type: none"> • Liaise with Students ascertain reason for absence, chase up confirmation letters. • Ensure student catches up any work missed. • Promote importance of attendance. • Monitor <p>RECORD EVERYTHING YOU DO IN WRITING</p>	<p>Unexplained absences</p>	<p>Tutor:</p> <ul style="list-style-type: none"> • Speak to student (and/or parent) and ascertain reason for absence. <p>Attendance Officer</p> <ul style="list-style-type: none"> • Highlight student to HOY for action/monitoring. • Send letter 1 home. Request contact with school re: attendance concerns. • Instigate First Day Call contact for targeted students. • Record all contacts and info received. <p>HOY</p> <ul style="list-style-type: none"> • Action taken – attendance report instigated, in school mentoring. <p>Attendance Manager</p> <ul style="list-style-type: none"> • View attendance records in Attendance Liaison meeting with Attendance Officer/HOY/AHT and advice actions. • Monitor. 	<p>Continued unauthorized absence</p> <p>Attendance falls below 90%</p> <p>No response to contact from school</p> <p>No improvement in attendance</p>	<p>Attendance Manager</p> <ul style="list-style-type: none"> • Consult with HOY • Send letter 2 home requiring parents to attend a meeting with Attendance Manager/HOH. • Arrange Attendance Panel • Home Visits <p>HOY</p> <ul style="list-style-type: none"> • Discuss strategies with Attendance Manager. • Meet with parents discuss attendance concerns and set up Attendance Support Plan detailing strategies to get students back into school. • Monitor progress. <p>Subject/subject teacher:</p> <ul style="list-style-type: none"> • Monitor progress and support the implementation of ASP. <p>Agencies</p> <ul style="list-style-type: none"> • Attendance Manager to contact relevant bodies.
<p>Student absent for whole AM/PM sessions</p>	<p>Attendance Officer</p> <ul style="list-style-type: none"> • Texts and phone call to parents for reasons of absence. • If no contact made due to telephone fault– email home to confirm correct contact details and request parent contacts school ASAP. <p>Liaise with key staff re patterns of lesson/period/days absence.</p>				
<p>Student absent for several days/ lessons</p>	<p>HOY</p> <ul style="list-style-type: none"> • Monitor attendance of year groups. • Ensure that registers are maintained correctly. <p>Provide info as required to Attendance Officer.</p>				

Stage 4	Responsibilities & Actions	Stage 5	Responsibilities & Actions
<p>Parents fail to attend appointment and engage with school</p> <p>Attendance falls below 85%</p> <p>No improvement in attendance</p> <p>Student absent for several days/lessons</p>	<p>Attendance Manager/Officer</p> <ul style="list-style-type: none"> • Consult with HOY • Send letter 3 informing parents that referral to relevant bodies is imminent. • Home visit by Attendance Manager. • Arrange meeting with Attendance Manager and SLT member. • Send referral to EWS if no response. 	<p>All interventions by school have been unsuccessful</p> <p>Attendance falls below acceptable target and legal requirement</p>	<p>Attendance Manager</p> <ul style="list-style-type: none"> • Arrange meetings to discuss cases for Fixed Penalties or Court action. • Legal action dependent on individual circumstances and outcome. To include: • Parenting Orders. • Parental Prosecution. <p>HOY</p> <p>Work closely with Attendance Manager/EWS</p>