



# ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST SCHOOL

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## Attendance Policy

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	Position/Committee	Date
Prepared by	Simon Ford (Deputy Headteacher – Behaviour and Attitudes)	September 2022
Approved by	Carly Purnell (Headteacher)	September 2022
To be Reviewed	Simon Ford (Deputy Headteacher – Behaviour and Attitudes)	November 2022



## **ATTENDANCE POLICY**

### **Rationale**

Regular school attendance is essential if students are to achieve their full potential and their Personal Best.

Ilkley Grammar School believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding and Personal Best.

### **GENERAL PRINCIPLES**

Parents and carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude, either by regular attendance at school or otherwise.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2013, legally require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the student was:

Present, Late or Absent – the absence is either authorised or unauthorised and coded appropriately using the DfE's agreed codes (See Appendix)

### **ATTENDANCE AT ILKLEY GRAMMAR SCHOOL**

Our expectations for attendance are high and it is an expectation that all students attend school regularly and punctually. The whole school target for attendance is above 97%.

Attendance will appear on school reports as follows;

## Attendance

The attendance status represents the overall attendance for the student for the term to the attendance date specified on the report, where:

<b>Excellent</b>	Attendance is significantly above the minimum expected standard..- at 99% or above
<b>Good</b>	Attendance is in line with the minimum expected standard - between 97-98%
<b>Inconsistent</b>	Attendance is below the minimum expected standard - between 95-96%
<b>Poor</b>	Attendance is significantly below the minimum expected standard of 95%

Note that attendance status is derived purely from attendance marks and there will be instances where a student has poor attendance due to genuine reasons for absence such as illness and unexpected events.

Where attendance falls below 90% students are classed as Persistent Absentees and this may trigger further specialist action depending on circumstances

## Lesson Punctuality

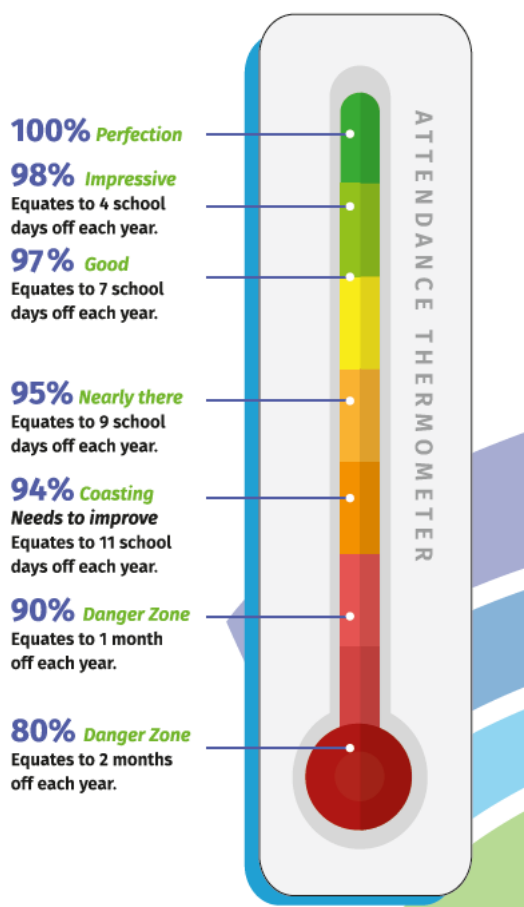
Lesson punctuality represents the overall punctuality of the student arriving to lessons on time and is derived by the number of lesson lates recorded by subject teachers, where:

<b>Excellent</b>	Not recorded by teachers as late to any lesson.
<b>Good</b>	Recorded by teachers as late to lesson a small number of times.
<b>Inconsistent</b>	Recorded by teachers as late to lesson several times.
<b>Poor</b>	Recorded by teachers as late to lesson a significant number of times.

**99%+ = Excellent / 97-8=Very good / 95-6=Average / Below 95 = Needs to improve / Below 90 = Persistently Absent**

**Attendance letters are triggered below 95%**

Ilkley Grammar School uses the following thermometer as a simple reference point for students and parents in order to promote good attendance :



The responsibility for recording and following up attendance in school lies immediately within the following roles described later under Roles and Responsibilities:

### **The Attendance Officer, Heads of Year, Tutors and Leadership Team**

#### **1 - Categorising absence**

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school – normally the Headteacher - and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student’s absence has been received.

Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return where possible. Regular updates are useful if the child is off for any period of time exceeding one day. The child’s Head of Year can be contacted to arrange catch up work as required.

Absence will be categorised as follows:

**Illness:** Notification on the first day of a student's absence for illness is given by a parent via the school's telephone line – 01943 608424, where you will be asked to select option 3 to report a child's absence. At times Parents may be asked to provide medical evidence to allow the school to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription or other appropriate electronic evidence. Where there are concerns about a student's short or long term medical condition and how it may impact on a student's attendance the HOY should consult the 'Students with medical conditions' policy and ensure there is a clear and coherent plan that is understood by all stakeholders.

**Medical/Dental Appointments:** Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students must attend school for part of the day where they are not at the appointment and are asked to avoid making the appointment during official registration times first thing in the morning and after lunch and this will affect your child's reported attendance as shown on official reports and any references. Please prioritise attendance first thing in the morning, so attendance can be recorded as present and sign out of school to attend appointments so that attendance can be maximised at every lesson. We would ask that you avoid keeping a child at home until an appointment later in the day, as this will mean more missed lessons and an absent rather than present mark for the morning. The same is true in the afternoon, so attendance to period 5 after lunch is also particularly important. Students must sign in and out of school via the Main Office and have a note signed by a parent, or an email sent directly to school, plus a medical appointment card/text message or a telephone call to school from a parent where possible informing the school of their appointment time in order that it can be authorised.

**Other Authorised Circumstances:** This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.

**Excluded:** (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The school will make arrangements for work to be sent home for exclusions of 5 days or less. For exclusions exceeding 5 days the school will arrange for the student to attend an appropriate educational establishment away from IGS, this is called 6<sup>th</sup> Day provision.

Parents who need to take their child out of school during term time due to exceptional circumstances must fill in a green form (available from the front office or Key Stage hub) and return it to school. The Head (or Assistant Head in their absence) in consultation with the Head of Year and Attendance Officer will consider this request and reply with the decision in writing. Family holidays will not be authorised.

If a student fails to return from an absence or a school holiday period and contact with the parents has not been made or received from four weeks after the original expected return date, then the school may take the student off the school's roll in compliance with the Education Regulations 2013. This means that the child will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates' court.

**Religious Observance:** Ilkley Grammar School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends. In these circumstances consideration will be given to a written request from the parent for an authorised absence up to a maximum of two days annually.

**Year 11 Study/Exam Leave:** Study leave is a school decision and not an entitlement. Legally, for students in compulsory education, it may only be granted to students in Year 11 and this can only be during public examinations. Consequently, study leave for selected Year 11 students will only commence at the start of the GCSE examination period.

In line with DFE expectations, study leave must be used sparingly even during the GCSE exam period. Consequently, there are some Year 11 students who will not be granted study leave usually because of concerns raised regarding attainment, progress, commitment to independent learning and/or attendance. These students will continue to receive targeted support and revision in school during the exam period to help them achieve their Personal Best.

Ilkley Grammar School also has a duty to make provision for students who have been granted study leave to be able to come into school and revise during the examination period. There will be a supervised space provided, usually the school library, for silent, focussed independent study. Some subject specific revision sessions and/or drop-in sessions may also be offered through this period to maximise students' chance of success.

**Late:** In usual circumstances (where special arrangements have not been put in place to stagger arrival during the Covid-19 restrictions) **all students must be on site by 8.25am and the gates are closed at this time.** Registration begins at 8.25am, and students arriving after this time will be marked as present but arriving late. The register will close at 9am and students arriving after the close of register will be recorded as late. This will not be authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, students must report to the Main Office and sign in so as to ensure we are aware they are in school and reasons for lateness recorded.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided;

The absence will be recorded as unauthorised if the student has arrived late without justifiable cause.

### **3 late marks in a fortnight automatically triggers an after- school detention**

**Unauthorised absence:** Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such.

## **2 - Deletions from the School Register**

In accordance with the Education (Pupil Registration) (England) Regulations 2013, students can be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Transfer between schools
- Student withdrawn to be educated outside the school system
- Failure to return from an extended holiday after the school has tried to locate the student
- In custody for more than four months
- 20 days continuous unauthorised absence and the school has tried to locate the student
- Left the school but not known where he/she has gone after the school has tried to locate the student

## **3 - Roles and Responsibilities**

We request that parents will:

- Contact the school if their child is absent on the first day of absence to let them know the reason why and the expected date of return by 8.30am
- Continue to inform the school on any other subsequent day of absence after the first day
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours, or later in the morning and afternoon to allow the child to attend registration and maximise lesson attendance
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Avoid taking their child out of school during term-time unless this is absolutely unavoidable, and there are exceptional circumstances. In these cases, parents are asked

to send a leave of absence request to the school in good time using the green form available from the Attendance Officer or Head of Year. Family holidays will not be authorised

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents
- Regularly review the school's attendance strategy and ensure the required resources are available to fully implement the policy
- Link school attendance targets, where appropriate, to the Performance Management of the Leadership Team and other key staff within the school
- Monitor the school's attendance and related issues through annual reporting at Governing Body Meetings
- Ensure that there is a named senior leader to lead on attendance (currently Mr Andy Calvert Assistant, Headteacher, Learner Experience, oversight of Key Stage 3 and Safeguarding Lead)
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site

The Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents
- Ensure that there is a whole school approach which reinforces good school attendance
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly
- Ensure that staff are aware of the Attendance Policy and are aware of their role to help promote good attendance and address attendance issues
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Report the school's attendance and related issues through annual report to the Governing Body
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff



- Develop a multi-agency response to improve attendance and support students and their families
- Document interventions used to the standard required should legal proceedings be instigated

The Attendance Officer will:

- Meet fortnightly with the Director of Behaviour, Attendance and Outreach responsible for attendance to discuss the current attendance data, trends in the data and key students with attendance issues
- Meet and communicate regularly with the Heads Of Year to discuss students' attendance
- Maintain the attendance tracker and use it to inform discussions with the LT and Heads of Year
- Have oversight of the whole school register and code student's absence appropriately, and ensure any missing/incorrect codes are promptly adjusted
- Collate the absence phone calls each morning and code them appropriately in line with the school safeguarding procedures
- Monitor the registers throughout the day, including those signing in and out of school, to ensure registers are accurate
- Monitor the completion and any inconsistencies or missing marks in the register particularly for those of the students at risk of absconding and inform the on-call team immediately of any concerns.
- Coordinate and arrange the prompt delivery of attendance letters (appendix) and act as first point of contact for any queries
- Act as the attendance specialist at parent and student meetings as appropriate.
- Report any concerns with registers to the LT

The Heads of Year will:

- Support all students with their attendance and promote an ethos of good attendance and punctuality at school.
- Liaise regularly with the Attendance Officer and Assistant Headteacher for each Key Stage and discuss any growing concerns and formulate a plan to support the student to improve their attendance
- Ensure the list of students with low attendance or persistently absent is scrutinised regularly and appropriate support plans put in place
- Celebrate and reward positive attendance at all opportunities
- Be the first point of contact in partnership with the Attendance Officer for students and parents as attendance concerns arise
- Liaise with the SENCo regarding any students with particular needs to ensure these are being met

The tutors will:

- Take a register promptly each morning (teachers in period 5 will do the pm register)
- Maintain the class register and code any absences correctly using agreed DfE codes (appendix 2)
- Promote good attendance and punctuality
- Liaise closely with the Head Of Year and report any developing concerns such as noticeable changes in attendance, persistently missing the same day or more than 3 broken weeks
- Support all students in their tutor group, but particularly those with low attendance to ensure a good level of attendance is maintained
- Monitor punctuality

The SENCO will:

- Liaise with parents and Heads of Year as necessary to ensure that students with SEN or medical or additional needs have the appropriate support in place

**4 - Using Attendance Data** Students' attendance will be monitored and may be shared with other agencies if a students' attendance is a cause for concern. The Attendance Officer will provide relevant teachers with regular attendance for each student within their form group/class. They will also provide the Heads of Year and Assistant Headteachers with a weekly update of student's attendance.

#### **5 – Pastoral Support Systems to promote attendance**

Ilkley Grammar School recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems external to school or in within school. Parents should make the school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school. This will help the school identify any additional support that may be required.

Ilkley Grammar School also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children.

The school will implement a range of strategies to support improved attendance.

Strategies used will include:

- Regular assemblies to promote good attendance

- Regular Headline articles to promote good attendance
- A regular update of attendance with every tracking and school report
- Discussion with students where attendance is a cause for concern
- Phone calls home
- Head of Year home visits
- Parental meetings
- A sequential array of nudge letters to inform and support parents to get children into school (appendix 1)
- Attendance Challenge letters (appendix 1)
- Reintegration support packages
- Celebration of positive and improved attendance at termly Celebration Assemblies
- Intervention by the Behaviour, Attendance and Outreach Worker

### Attendance Matters

What does your child's percentage attendance actually mean in terms of time off school?

Percentage attendance during one school year	Equivalent days	Time off per year	Lessons missed
95%	9 days	2 weeks	54 lessons
90%	19 days	4 weeks	114 lessons
85%	29 days	6 weeks	174 lessons
80%	38 days	8 weeks	228 lessons
75%	48 days	10 weeks	288 lessons

### Punctuality Matters

If your child arrives late to school their learning begins to suffer. It all adds up. Across a whole year this would be the impact:

5 minutes late every day	3 days lost
15 minutes late every day	10 days lost

30 minutes late every day	19 days lost
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## 6 - Legal Sanctions

We would want to avoid the use of Penalty Notices, but they will be considered when necessary. The school works closely with Bradford MDC educational social work service, who will issue the penalty notices where necessary on behalf of Ilkley Grammar School. This may be considered in the following circumstances:

- If a student is absent from school for a long period of time without explanation, or for a number of occasions and the absence has not been authorised by the school or supported by medical evidence.
- If a student has accrued unauthorised absence following written notice to improve

A Penalty Notice can be issued to each parent. (it is currently £120 fine or if paid within 28 days, it is reduced to £60). Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. Penalty Notices will be used in accordance with Bradford Metropolitan District Council's Penalty Notice Protocol.

Prosecution: Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting Contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

## Appendix 1

### IGS Daily Attendance Procedures and Responsibilities

<b>AM Registration</b>	<b>AO</b>	<b>HoY</b>
1. 8am onwards: The attendance officer (AO) to check messages notifying of absence from parents from the following: i) Absence telephone line – 01943 608424 or emailed to attendance inbox ii) Email addresses: <a href="mailto:attendance@ilkleygs.co.uk">attendance@ilkleygs.co.uk</a> and <a href="mailto:admin@ilkleygs.co.uk">admin@ilkleygs.co.uk</a> iii) Schoolcomms iv) Any messages straight to Head of Year can be coded by the HOY	✓	✓
2. 8am until 9.30: Attendance Officer to log notified absences on SIMS registers	✓	
3. 8.30 until 9.30: AO to Monitor registers to ensure these are completed for registration and Period 1 to check and cross check attendance is consistent and accurate – as needed notify P1 ‘on call’ of any missing registers via SIMS homepage ‘widget’ at 9am	✓	
4. At 9am print out the list of missing registers and retain this in the attendance recorded absences folder so these can be followed up	✓	
5. From 9am – as required in P1 AO or ‘On call’ person goes around classes where registers are missing to chase these up / clarify discrepancies	‘On Call’ / AO	
6. Where necessary, students with known safeguarding concerns are given priority on the call list for HoY to make contact with home (* see below)	✓	✓
7. At 9.25am AO to refresh the missing registers’ list and send schoolcomms to only those on the list showing N, N (reg/period 1) – liaising with ‘on call’ person / HoY to clarify missing marks / actions to be taken in case of unaccounted for student absences.	✓	
8. AO to continue to pick up individual messages and responses returned from parents after having been notified of child’s absence and code on SIMS registers until 10am and throughout day	✓	
9. Students signing in / out of school after registration has closed, ensure SIMS has been coded and marked appropriately (from messages in planner where students leave or return to site) to prepopulate registers for lessons	✓	✓
<b>PM Registration</b>		
10. At 1.45pm AO to prompt whoever is on call to check missing registers (via SIMS homepage widget) and print out this list to retain in the attendance recorded absences folder	✓	
11. For any sporting fixtures, trips or visits, SIMS registers pre-populated with approved absence and correct code	✓	
12. Refer any leave of Absence Requests to AO in first instance and then liaise with HOY for any queries, AHT to be involved for complex cases. AO to ensure it is correctly coded on SIMS	✓	✓
13. AO to send list of N marks for 6 <sup>th</sup> form to all 6 <sup>th</sup> tutors for clearing	✓	

\*NB: Where there are concerns within this procedure at any point, or in the case of known safeguarding concerns, please refer to Leadership member On Call, and/or Named Person Contact for Safeguarding in order to instigate search within school where necessary, checking of CCTV or police informed where necessary

## Appendix 2 DfE codes

### DFE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (not dual)	Approved Education Activity
C	Other authorised circumstances	Authorised absence
D	Dual registration	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday	Authorised absence
G	Family holiday (not agreed)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dentist)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical /dental	Approved Education Activity
N	No reason provided	Unauthorised absence
O	Unauthorised absence	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after register closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Approved Education Activity
Y	Enforced closure	Approved Education Activity
Z	Pupil not yet on roll	Approved Education Activity
#	School closed	Approved Education Activity

## Appendix 3

### Timeline of Actions to improve attendance

- Attendance tracker produced weekly by Attendance officer and monitored by HOYs. There should be fortnightly contact between HOY and Attendance Officer including discussion of individual and year group trends
- List of students with attendance below 96% created and discussed weekly between AO and AHT, details of meeting sent to HOY for consultation.
- In consultation with the HOYs and where appropriate 'first contact letter' sent out by attendance officer after each half term break (October, February and June) to all students not reaching the agreed target attendance of 95% (if a student is known to have attendance concerns from previous years or terms, this letter can be sent out sooner)
- If attendance improves following 'first contact letter' then 'improved attendance letter sent' sent to parents to inform them of the improved attendance.
- If no improvement, student sent 'attendance challenge' letter (Appendix 6) four-week monitoring period created and tracked by HOY (Appendix 7)
- If no improvement, personalised letter sent by Behaviour, Attendance and Outreach Worker highlighting 'persistent attendance concerns' and warning of possible further intervention as appropriate.
- If still no improvement, Behaviour, Attendance and Outreach Worker to arrange for appropriate action to be taken including, as advised by the DfE, possibility of penalty notice / prosecution.
- It is not necessary to return to 'first contact' letter if attendance improves initially and then regresses. The HOY and AO can decide which is the appropriate.

## Appendix 4 Attendance Nudge Letter



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

«salutation»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

«chosen\_name» «chosen\_surname» «year\_reg»

At Ilkley Grammar School we believe full attendance is the key to a successful school experience, both academically and socially. Recent research from the DfE makes us increasingly aware of the strong links between attendance and achievement.

As a school it is our responsibility to ensure that attendance is monitored and reviewed regularly. We understand that there are often genuine reasons for absence and that these may not be for long periods of time, however any absence, no matter how short, may impact upon «chosen\_forename»'s overall attendance percentage.

The school strives to offer the best possible learning experience for all students and are here to help. Please contact the year team at school if there is anything that you feel we can help with to improve «chosen\_forename»'s attendance. Please do not hesitate to contact me personally regarding any attendance queries or concerns that you may have. Meanwhile we will continue to monitor attendance and may be in touch further.

What can you do to improve «chosen\_forename»'s attendance during the rest of the academic year:

- Ensure your child attends school each day and is punctual.
- If your child is not well enough to attend, contact the school on the first day of absence and provide us with a reason for the absence. If there is any doubt, please do send your child into school.
- Try to make dental and medical appointments outside of school time or at the weekends/holidays.
- Only take family holidays during the scheduled school holidays.
- Contact school immediately if you have any concerns about your child's attendance, progress or welfare.

Yours sincerely

Ruth Hardaker  
Attendance Officer



## Appendix 5 Attendance 'well done' letter



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

«salutation»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

«chosen\_name» «chosen\_surname» «year\_reg»

I am writing to you with regards to the attendance letter that we previously sent dated XXX concerning «chosen\_forename»'s attendance.

We would like to offer a huge 'Congratulations and Well Done' to «chosen\_forename» as their attendance has improved significantly since this date. Your child's current attendance is XX%.

Thank you for your support and we look forward to seeing your child's attendance improve further during the year.

If you have any attendance queries or concerns, please do not hesitate to contact myself or your child's Head of Year.

Yours sincerely

Ruth Hardaker  
Attendance Officer

## Appendix 6 Attendance Actions Timeline



# ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

### PERCENTAGE ATTENDANCE ACTIONS

Percentage Attendance	School Action	Who	Outcome
100%	HoY verbal praise. Attendance certificates. Assembly recognition.	HoY AO	Recognition to support and encourage the dedication of students.
100-97%	HoY verbal praise. AO/HoY to monitor. Possible first contact letter sent out early (see Appendix 3).	HoY AO	Early tracking as a preventative measure to identify any issues.
<95%	<b>First Contact Letter sent.</b> AO/HoY to monitor. <b>Improved attendance letter sent</b> or if no improvement <b>Attendance challenge</b> set and monitored over a 4 week period. Well done letter sent if attendance improved <b>Parent/Carer meeting at school in no improvement</b>  If these interventions fail then AHT/HoY will contact parent / carer highlighting 'persistent attendance' concerns with warning of external agencies/court proceedings.	AHT HoY AO BAO	Attendance monitored and various interventions put in place.  <b>Intervention by AHT may be required to ensure parents are aware of persistent attendance concerns and the impact this will have on student.</b>



## Appendix 7 Attendance Challenge Profoma

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date \_\_\_\_\_

Attendance Challenge													
	Mon		Tues		Wed		Thurs		Fri		Total	Meet with HOY	Actions/Feedback
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
Week 1											/10		
Week 2											...../10		
										<b>Two Week Total</b>	...../20		
Week 3											...../10		
Week 4											...../10		
										<b>Overall Total</b>	...../40		

If you are present, put a 1 in the box. If you are absent, add a 0. You will be given a minimum score out of 10 to achieve during the week.

You must get the member of staff who has registered you to initial the appropriate box to confirm your attendance at class.

Add up the scores at the end of the week to get your total attendance out of 10. Each Friday, during registration, you must see your Head of Year with this report card.

