Attendance and Truancy

BISHOP Perowne
Church of England College
Endeavour Forever

Document Management

A. Identification

Attribute	Description
Document Type	Policy and Procedure
Document Name:	Attendance and Truancy
Document Code:	STU-03
Document Category:	Student
Review Cycle:	Annual
Reviewing Committee:	Personal Development Behaviour and Welfare
File Name	STU-03 Attendance and Truancy Policy v2.0.docx
Classification	Public (everyone can see the information)
Statutory:	No

B. Document contributors

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C. Approval

This document is a controlled document authorised for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

Name	Position	Date	Signature

D. Document revision

Date	Revision	Modification	Modified by
24/01/2017	0.1	Creation of initial version for review using new template	Iain Williams
27/03/2017	1.0	Version published, document management control updated	Kate Woods
26/06/2017	2.0	Revised to include LA changes around persistent absence	Iain Williams

Table of contents

1 OVERVIEW

1.1 Purpose

Refer to Section 3 Policies and Procedures

1.2 Scope

Refer to Section 3 Policies and Procedures

1.3 Related documents

- Anti Bullying Policy,
- Rewards Policy,
- Behaviour Policy
- Safeguarding Policy

1.4 Reviews

Refer to Section 3 Policies and Procedures

1.5 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

2   RESPONSIBILTY FOR THE POLICY AND PROCEDURE

2.1 Role of the Governing Board

The Governing Board has:

- delegated powers and responsibilities to the Headteacher to ensure all college personnel and visitors to the college are aware of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the college regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

2.2 Role of the Headteacher

The Head teacher will:

- ensure all College personnel, students and parents are aware of this policy;
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

3   POLICY AND PROCEDURES

3.1 Introduction

The Bishop Perowne Church of England College Attendance Policy conforms to all statutory legislation as set out in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 and adheres to the guidelines published by the Department for Education - School Attendance, October 2014.

We believe that students will only develop the skills to become truly independent effective learners if they maintain excellent attendance records at school. Only through full attendance at lessons can we ever hope to maximise opportunities for each student to realise their potential. For students to secure high attainment they must first secure high attendance.

At Bishop Perowne Church Of England College we value achievement of every kind and we believe that we all respond well to having high expectations placed upon us. Consequently, it is expected that all students aim for 100% attendance at school and to be on time to school every day. Being punctual to every lesson is also vital.

3.2 Responsibilities

Although the legal responsibility for regular attendance at school rests with parents/carers we regard the encouragement of excellent standards of attendance as a partnership between home and school.

If parents/carers have any concerns about their son/daughter's attendance or are concerned that there may be underlying reasons for failing to attend school, then they should contact us immediately.
Students:
- to attend school regularly and punctually
- to arrive in registration or morning meeting for 8.30am promptly
- to attend registration promptly
- to register at reception if arriving at school after 8.30am
- to attend any detention issued by the school for regular and persistent lateness.
- to sign out at reception when leaving the site for approved appointments
- to supply their form tutor with an absence note on returning to school on the first day after absence

Parent/Carer:
- to ensure their son/daughter attends school regularly, punctually, properly equipped and in a fit condition to learn
- to notify the school on each day of a student's absence number (01905 727821)
- to provide a note to explain any absences on the first day the student returns to school
- to take their family holidays in the school holiday period
- to provide the school with a telephone number on which they can be contacted

School Staff (Form Tutors, Head of Year, Subject Teachers):

- to keep an accurate attendance register
- to praise students for good attendance and punctuality through the rewards system, rewards assemblies and registration periods
- to take action when students are late
- to monitor student absence
- to inform Year Co-ordinator when absence is impacting on achievement

School Management:

- to have a named link governor for Personal Development, Behaviour and Welfare.
- to appoint an Attendance Leader who is a senior member of staff with responsibility for the strategic management of the attendance agenda and for reporting absence to the DfES
- to set clear and challenging attendance targets as part of school self review
- intervene early when individual student absence gives cause for concern
- develop a multi agency response to the attendance agenda
- utilise the support of available specialist in relation to the attendance agenda

3.3 Attendance Operating Procedures

- Registration begins at 8.30am. If a student arrives late without an appropriate reason (for example a medical appointment, supported by a letter or appointment card) they will be expected to serve a 30 minute detention after school.
- Up until the end of registration, students should go to their tutor room where their tutor will mark them as late. After that they should go to the reception where they will be registered as late. Failure to attend detention, or continued lateness, will result in parents/carers being contacted to arrange to attend a meeting in which targets for attendance and/or punctuality will be set.
- Students are registered in every lesson. Any student who is absent during lesson time, without permission will be placed in a C2 detention after school 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 a meeting at the school in which the student will be required to sign an attendance contract.
- 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.

3.3.1   Registration and Parental/Carer contact

- The school uses SIMs management information system 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 (01905 727821) to report the absence. This procedure should be repeated for any subsequent days' absence.

3.3.2   Safeguarding

The school's Attendance Officer will check the registers at **9.00am** and again at **10.00am.** If a student is absent by **9.00am** and no communication has been received from the student's parent/carer then contact will be made with the student's parent/carer. The contact will be either made by phone call or text message. If a student is absent and parents have not contacted the school then the school will attempt to ascertain whereabouts through a phone call or home visit. The school regularly update a vulnerable student list and this group of students are priority for every attendance intervention. If a student is marked present but fails to attend any given lesson then it is a teachers responsibility to report the student missing to main reception who will alert Senior Leadership Team on call staff so that they can locate the student.

3.3.3   Children Missing in Education

From 1st September 2016 all schools must notify their Local Authority when they are about to remove a student's name from the school admissions register. The grounds for deleting a student of compulsory school age from the school admission register are set out in the Education (Pupil Registration) (England) regulations 2006 and amended in 2016 under Regulation 8.

Schools must enter a student's on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. If a student fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Schools must monitor students' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of students who fail to attend regularly, **or have missed ten school days** or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that a student's poor attendance is referred to the local authority.

Where a student has not returned to school **for ten days after an authorised absence** or is absent from school without authorisation for **twenty consecutive school days**, the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.
Maintained schools have a safeguarding duty in respect of their students, and as part of this should investigate any unexplained absences. The school attendance team will complete a de-rolling checklist to evidence that we have fulfilled our statutory duty to explain a student's whereabouts.

3.3.4   Register Codes

The school will use the registration codes as detailed in **Appendix 1**. These will mirror The Department for Education codes and will be updated as necessary.

3.3.5   Authorised and Unauthorised Absence

Legally the school is 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 all medical and dental appointments should be arranged for after school so that students do not miss any lessons. The only exception to this is where students have a pre-arranged hospital/medical appointment. In this case students should bring the appointment card to school as evidence, show it to their head of year who will issue them with a note which details that they will need to leave the school at a specific time. The student should then sign out at reception before leaving the school.

- In cases of long term absence or where a student's attendance is causing concern, doctor's notes or copies of medication 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.

3.3.6   Illness

If a pupil has 10 or more sessions of illness (5 school days); the school will request medical evidence to authorise future absences. Failure to provide medical evidence could result in the school marking future absences as unauthorised.

3.3.7   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 the Head teacher. In such exceptional circumstances, Head teachers determine the number of school days a child 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 he views 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 granted leave as exceptional circumstances. The school term dates are published a year in advance and are made available on the school website in the expectation that parents/carers will ensure that holidays are taken during school holiday times.

3.3.8 Work and absence

• Every lesson missed is an opportunity missed. Although every effort is made to support student's in catching up with work missed, group activities, oral work, practical work etc. 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 appropriate year leader.

• Students who are absent without notice (e.g. due to illness) are expected to complete all work missed. We ask that parents/carers also monitor this, to ensure all work is completed.

3.4 Monitoring

3.4.1 Key Staff

There are a number of staff at the school who monitor attendance and punctuality at Bishop Perowne CE College:

• Designated members of Senior Leadership Team (SLT)

• The Attendance Officers (AO) – one administrator and one home visit co-ordinator

• Form tutor

• Head of Year

3.4.2 Monitoring Procedures

• The designated members of the SLT team have oversight of the whole system. The designated member of the SLT's role is to oversee attendance and punctuality procedures and be aware of students who are a cause for concern. This member of staff keeps the Head teacher informed of any attendance/punctuality concerns.

• The Attendance Officer is responsible for monitoring the attendance and punctuality of all students and informing the Head of Year of any causes for concern. The Attendance Officer will contact parents/carers by **9.00am** if no communication has been received from the student's parent/carer. On a weekly basis, the Attendance Officer will 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, Deputy Head teacher responsible for Pastoral Care, and other members of SLT.

• The form tutor's role is to monitor the attendance of his/her tutor group on a daily basis. The tutor will challenge (and, if necessary, punish with detention) any lateness. The tutor is responsible for informing the head of year about students who are persistently late or who fail to attend detention.

• The Head of Year working in conjunction with the designated member of SLT, monitors attendance for the whole year group. They are responsible for ensuring that their year group meets or exceeds the school attendance target.

• The Head of Year and Attendance Officer will contact parents/carers where attendance falls close to or below 90%, which is the threshold for persistent absence. This will trigger an attendance

intervention designed to support students and parents in ensuring their attendance meets the school and national expectations.

• The Head of Year is responsible for monitoring punctuality and for setting lunch-time detention for any student who attends school late (after the start of registration at 8:30am). As with attendance issues, this may result in an invitation to parents/carers to attend a meeting at school to support student punctuality.

• The Attendance Officer works with all students whose attendance is close to falling below 90% in addition to any other student whose attendance gives cause for concern and who is referred by the Head of Year.

• The AO or other appropriate staff will meet with all students whose attendance is below 90% or whose attendance gives cause for concern, to devise an attendance strategy, under the direction of the head of year. The AO will also contact all parents/carers of students whose attendance is below 90% to attend a meeting at school to support student attendance, again under the direction of the head of year. The AO monitors student attendance and, if it continues to fall, will refer to the Educational Investigation Service (EIS) for prosecution.

• To prevent students falling into the Persistent Absentee Category of below 90% attendance (See **Appendix 2 – Persistent Absentee Criteria**) the pastoral team will attempt to support and challenge parents and students by using a toolkit of interventions. This will include serving notices of warning that the school will initiate legal proceedings if attendance does not improve.

• Please see **Appendix 3** which details the attendance strategies that the school will use to modify attendance that is causing concern.

3.5 Fixed Penalty Notices and Prosecution

3.5.1   Context

In the case of attendance interventions being unsuccessful and parents failing to meet their responsibilities, the school will work with the Worcestershire County Council Education Investigation Service to take a number of approaches to rectifying substandard attendance.

It is parents or guardians responsibility to ensure that children attend school. Absence from school is a criminal offence and Bishop Perowne CE College works closely with The Education Investigation Service to ensure that parents meet their obligations under the law in respect of their child's education.

3.5.2   Penalty Fines

Leave of absence – Under the Education (Pupil Registration) (England) (Amendment) Regulations 2013 a Headteacher MAY NOT authorise a leave of absence in term time for a holiday. A Headteacher MAY (at his or her own discretion) authorise absence for exceptional circumstances. An application for a leave of absence must be made in writing to the school.

Worcestershire Local Authorities Code of Conduct states that Penalty Notices can be issued where a student's absence has not been authorised by the school. This includes: a number of unauthorised absences, within a

running academic year; one off instances of irregular attendance; and where an excluded pupil is found in a public place during school hours.

3.5.3   Referral Criteria

- The school will refer a student to the EIS if a child accrues **12 unauthorised sessions in 12 weeks** (this amounts to 6 days off school in any given half term).
- **The school MUST AND WILL make every reasonable effort to attempt to re-engage the student back into school before referral and will document all interventions, meetings and home visits. This will include serving warning notices (first, final and 15 day notices) of the intention to initiate legal proceedings.**
- The school will also refer to the EIS if parents/carers remove their son/daughter from school for unauthorised absence – including for family holidays.

3.5.4   Fixed Penalty Notices

After negotiation with the school, the EIS may take the following action which is detailed in the Worcestershire County Council Code of Conduct;

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.

3.5.5   Prosecution

Worcestershire County Council will 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

3.5.6 Parent Responsibilities to avoid referrals for prosecution

• parents should ensure that a request for leave of absence is made 28 days in advance of leave of absence been taken

• parents are advised to request Leave of Absence before planning, booking or paying for any part of a leave of absence

• legislation dictates that a Leave of Absence request can only be considered from a parent or carer with whom the pupil normally lives.

• 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 08:30am every day

• ringing (01905 727821) or emailing 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.

• keeping us informed by telephone or letter 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

3.6 Support for Attendance Issues

The school seeks to be proactive when dealing with attendance issues. We aim to provide high quality teaching and learning, curriculum flexibility, mentoring, safeguarding and multi-agency working. If a student's absence gives cause for concern, the Head of Year will, where appropriate, instigate a support package, which may include some or all of the following:

• A clear focus on the core subjects (English, maths and science)

• Referrals to Children's services

• Close liaison with the students' form tutor and subject teachers

• Student Mentoring

• Attendance at alternative educational courses/projects

• Use of taster sessions/extended work experience to re-motivate

• Liaison and referrals to appropriate external agencies where appropriate

• Continuous liaison and communication with parents/carers

3.7 Punctuality

All students must arrive in school for tutor period at 8:30am. During tutor period, a registration of students will be taken. Any student who arrives after 8:30am, will be marked as 'late' (L code).

Students who arrive late for a lesson with no valid reason are placed on detention by their subject teachers to make up any missed work. Failure to attend detention or persistent lateness results in the student being placed on detention by the Head of Year. At this point parents/carers will be contacted to attend an attendance meeting.

In both cases, students who are persistently late are also placed on an 'Attendance Report' which is monitored by the head of year and the parents/carers.

3.8 Truancy

Any students who have truanted from a lesson will be placed on an 'Attendance Report' and make up any time missed in after school detentions. Parents/carers will be informed of any truancy.

3.9 Promoting Excellent Attendance

Bishop Perowne CE College will promote good attendance by:

- Using school promotional material, parent evenings, student reviews and home/school agreements to engage parents/carers
- Delivering half termly attendance assemblies to raise awareness, visual displays around school e.g. graphs of form attendance to engage students
- Communicating clearly with students and parents about the consequences of condoned absence and truancy
- Reminding parents of their legal obligations and the potential of sanctions e.g. penalty notices
- Promote positive staff attitudes to students returning after an absence have procedures in place which allow absentees to catch up on missed work without disrupting the learning of other class members
- Providing information about the range of support services that parents can access
- Sending home a half termly letter detailing a student's attendance percentage and how that correlates to other students' nationally

3.10 Rewards

Excellent attendance will be explicitly rewarded during rewards week and through our rewards policy and procedures.

3.11 Reviewing Policy and Procedures

The Deputy Head teacher will meet with other members of the Senior Leadership Team to review attendance records half termly. Areas of concern will be identified and actions will be agreed to address these areas. This

action will be incorporated into the School Improvement Plan. Each review will be reported to the Personal Development, Behaviour and Welfare committee of the Governing Body

3.12 Links to other Policies

This policy should be used in conjunction with Anti Bullying Policy, Rewards and Exclusions Policy, Behaviour Policy and Safeguarding Policy in order to secure excellent Attendance for all students.

4   DISSEMENATION

4.1 Promoting Awareness

We will raise awareness of this policy via:

- •   The College website www.bishopperowne.co.uk
- •   Meetings with College personnel and volunteers
- •   Reports such as the annual report to parents and Head teacher reports to the Governing Board

4.2 Training

All school personnel:

- •   Receive training on induction which specifically covers:
- •   All aspects of this policy
- •   Receive periodic training so that they are kept up to date with new information;
- •   Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed annually or when the need arises.

5 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document "REF-02 Glossary of Terms".

A	
AO	Attendance Officer

E	
EIS	Education Investigation Service
EWS	Educational Welfare Service

L	
LA	Local Authority (Worcestershire)

S	
SIMS	School Information Management System
SLT	Senior Leadership Team

6 APPENDIX 1 - DEPARTMENT FOR EDUCATION REGISTER DESCRIPTION CODES AND MEANINGS

Code	Description	Meaning
/	Present (am)	Present
\	Present (pm)	Present
B	Educated off site (not dual registration)	Approved Education Activity
C	Other authorised circumstances (not covered by another appropriate code/description	Authorised absence
D	Dual registration (i.e. student attending another establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (not agreed or days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers close)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	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 registers close)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on role	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

7   APPENDIX 2 - PERSISTENT ABSENCE CRITERIA IN A TYPICAL 12 WEEK PERIOD

	To achieve 90% Attendance you must not have more than … *sessions off school
Half Term 1	7 or more sessions
Half Term 1 and 2 (Autumn Term)	14 or more sessions
Half Term 1-3	20 or more sessions
Half Term 1-4 (Autumn/Spring Term)	25 or more sessions
Half Term 1-5	31 or more sessions
Half Term 1-6 (Academic Year	38 or more sessions

*A session is one half day and will count if you miss an AM or PM registration.

8   APPENDIX 3 - PASTORAL SUPPORT PLAN – ATTENDANCE

School attendance will be reviewed at an attendance strategy meeting once per week but monitored and administrated daily. The Deputy Head teacher responsible for Pastoral Care, Assistant Head teacher Pastoral and Attendance Officer will attend this meeting.

Level 1 – Early Intervention (95-91% Attendance or 6-8 unauthorised sessions)

- Year leaders, Attendance Officer and SLT to identify names of students who meet the Level 1 intervention threshold from the attendance data.
- Form Tutors, Heads of Year and Attendance Officer to discuss attendance with student using the weekly data sheet and apply strategies below.
- Invite parents of students in the 95%-91% (or between 6 and 8 unauthorised sessions) with sporadic absence or unauthorised absence to an Attendance Clinic* led by Head of Year and Attendance Officer.
- Fill in unauthorised attendance form after discussion with student and pass completed form to SWA/KDA.
- Identify disadvantaged students with attendance issues and discuss why they are absent – any patterns?
- First day phone calls for vulnerable or Pupil Premium Students who do not arrive by 10.00am to be made by SWA/KDA.
- First day text messages for all students who do not arrive by 10.00am to be sent by SWA/KDA.
- Send Worcestershire County Council EIS first warning, 15 day warning or final notice letters as appropriate.

Level 2 – Cause for Concern (90% or below or 8-12 unauthorised sessions)

- Year leaders, Attendance Officer and SLT to identify Persistent absentees from the attendance data.
- Analyse impact and add onto central attendance spreadsheet to record and monitor.
- All students who are below 90% attendance will receive an Attendance Clinic Plus**meetings and/or Home Visits depending on circumstances. The Attendance Clinic Plus meeting will be led by the Assistant Headteacher – Pastoral, Head of Year and Attendance Officer.
- First day phone calls for vulnerable or Pupil Premium Students who do not arrive by 10.00am to be made by SWA/KDA
- First day text messages for all students who do not arrive by 10.00am to be sent by SWA/KDA.
- Send Worcestershire County Council EIS first warning, 15 day or final notice letters as appropriate.

NB. The pastoral support plan for attendance above will be followed in most cases. However, the school reserve the right to refer a student for a fixed penalty notice without taking all of the steps above if a period of prolonged absence meets the 12 sessions in 12 weeks threshold for referral.

*The Attendance Clinic will be a strategy meeting where parent attendance is crucial. The aim of the meeting is to remove any barriers that are causing substandard attendance. A written record of the meeting will take place which will identify the strategies and actions that will be used to improve attendance.

**The Attendance Clinic Plus will be a strategy meeting where parent attendance is crucial. The aim of the meeting is to review why actions put in place at Level 1 have been unsuccessful. The school will continue to remove any barriers that are causing substandard attendance but will prepare to refer for Fixed Penalty Notice and prosecution if attendance does not improve. A written record of the meeting will take place which will identify the strategies and actions that will be used to improve attendance.