Key Terms

The following terms are referred to in this document and when discussing attendance generally ●
Session - Two attendance sessions are recorded each day, in the morning during tutor time and in the afternoon at the start of period 5. These session attendances form the attendance record for a pupil and the school
● **Lesson -** Lesson attendance is recorded for the six periods of the day. This is for internal use. ●
Persistent Absence - Any student who's session attendance is below 90% is deemed to be persistently absent, often referred to as PA

General Principles

- The link between attendance and attainment is well-established. Poor attenders are at a significant disadvantage, particularly when this pattern is repeated over a long period
- Absence from school is a potential safeguarding risk and out systems must be rigorous to ensure that children are kept safe
- It is the responsibility of all adults in school to promote good attendance through role-modelling, encouraging tracking and intervening where appropriate
- Good attendance should be praised just as often as poor attendance is challenged. Attendance above 96% should be considered good attendance, though 100% attendance should be an aim for as long as it is possible
- The 'gap' in attendance between groups (gender, DA, SEN) should be minimised through prioritisation and effective intervention, so any current disadvantage is not magnified

Daily Actions

Many daily actions influence a child's attendance to school, often indirectly and without the conscious awareness of those involved. It is worth considering the following:

- The staff body as a whole should role-model good attendance
- Students who have positive relationships with adults in school are more likely to attend well. The relationship with the tutor is most significant here, given that they are the first interaction of the day ● Knowing the signs of a student who is unhappy and 'checking-in' early can often prevent absences related to unhappiness, anxiety or student relations.
- Good attendance is often the result of a culture in a school and even informal conversations or mentions in any form of student or parent interaction can have a positive impact

Specific Interventions

- Every student in the school should be aware in week 1 that 100% attendance is a significant achievement, though the possibility of it disappears with one session absence
- 96%+ should be a general target for individual students and groups
- Every student should be informed of their attendance on a weekly basis. Y7 to Y10 can record this on their own Individual Student Tracker (IST) document
- Heads of House are provided with attendance data on a weekly basis. From this, an 'Attendance Action Plan' is formed, where tutors and HoHs use appropriate interventions to challenge and improve poor attendance. Improved attendance should be acknowledged and celebrated. ● 100% attendance celebrated in assembly on a half-termly basis

Roles and Responsibilities

SLT - ACO
- Responsible for vision, expectation and core values, including the communication of this to staff
- Responsible for the leadership of the Heads of House, who are the drivers of the attendance strategy on a day-to-day basis
- Responsible for ensuring that data provided is prompt and accurate
- Should have a good awareness of attendance patterns across the school and share with SLT

Head of House
- Responsible for the creation and tracking of an Attendance Action Plan
- Responsible for the quality assurance of the role of the tutors
- Should have a general awareness of attendance patterns within their house

Tutor
- Endeavour to form positive and open relationships with students in the tutor group
- Share attendance data on a weekly basis, usually a Monday morning
- Implement actions based on the guidance issued by Heads of House

Attendance Officer/EWO
- Make Day 1 contact with any parent where a reason for absence has not yet been provided
- Work alongside EWO to arrange home visits where contact cannot be made
- Work alongside EWO to track persistent absence, analyse patterns and send letters where appropriate
- Cleanse registers at the end of each week, ensuring that appropriate codes are used where contact has been made and any remaining N codes are replaced with an O
- Monitor unauthorised absences to

Lead SLT member: ACO
Date of next review: Aug 2024
Reference: Attendance ACO 08 22