

1 Specific Processes:

Attendance policy, procedures, registration and data analysis

Attendance policy and accompanying documents are maintained and accessible
The Attendance Officer's daily routines/ checks/ absence calling lists are followed
Teachers accurately take registers within the first 10 minutes of a lesson and report missing students; AER to check hourly and to remind staff; there are no missing marks
There is specific focus on and monitoring of the attendance of those PP/ SEND students
Adjustments to the daily working pattern of the Attendance Officer are made to ensure effective use of time to support every student
Complete the Attendance Audit with AER, NJM/BDA and plan for operational actions
The intended and planned trackers to respond to attendance, often in a targeted, bespoke way, are maintained
The intended trackers are used to interrogate and diagnose specific barriers to unlock attendance; use of a targeted, bespoke approach for identified pupils to include access to a (SLT) mentor, additional resources (breakfast, finance, educational supplies, bus fare), incentives, social and emotional learning/ coaching, parental engagement
Careful consideration of communication to parents- bespoke letters required to work with parents as opposed to being perceived as 'against'; text messages and follow up calls to be 'warm strict'
Introduction of the Student of Concern (SOC) Meetings- weekly and per year group- to ensure no student is missed and all are supported to make progress
The Attendance Officer works alongside the Trust's EWO to support with cases
Oversight of the Attendance procedures as stipulated by WeST:
-use of the tutors (?), YTLs and Behaviour Team in terms of communication to parents;
Supportive Attendance Meetings (SAMs) to discuss attendance and all evidenced correctly

2. Targeted Support: Case management and vulnerable groups

Elements of the strategy, such as first day of absence calling to PP/ SEND students, target vulnerable groups
The SOC Meetings ensure students of concern are targeted and actions put in place to understand and support the student/ parent to remove barriers to attendance
Attendance Officer works with every student and their family if there are attendance concerns
AER works with EWO weekly, highlighting cases, seeking advice and referring
Key Workers for SEN students ensure they support students to attend/ discuss problems with attendance with the student/ parents
YTLs work with parents and students to support with attendance

Strategies:

Rewards- weekly tutor group prizes for the highest tutor group in terms of attendance; termly letters sent home and prizes awarded
Young Carers and B Group students are supported and therefore attendance monitored
Positive calls made and bespoke letters sent home to acknowledge attendance improvement
Initiatives such as 'In it to win it'
Attendance calculator used- challenge publicly/ personally
Attendance/ the importance of/ school drives and initiatives are communicated to students, staff and parents to ensure full understanding and support

3. Wider Strategies: Effective partnerships with other agencies; strategies, profile and publicity

