



Coombe Dean School – Attendance Strategy Snapshot 2025.26

This document provides headline summaries of our ‘tiered model’ approach to tackling attendance.



1. Specific Process:

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 lesson and report missing students; AER to check hourly and remind staff; there are no missing marks
- There is a specific focus on and monitoring of the attendance of those PP/SEND students
- Adjustments to the daily working patten of the Attendance Officer are made to ensure effective use of time to support every student
- Daily end of the day phone calls are made home for every student that are absent, working with families to work together to get the student back to school the next days
- Home visits as required, including when students haven’t been seen for 5 days in school when we have been contacted each day or three days with no contact from home
- 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 to work with parents as opposed to being perceived as ‘against’; text messages and follow up calls to be ‘warm strict’
- Attendance Supportive Attendance Meetings with the relevant YTL and parent(s)
- 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 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

3. Wider Strategies:

Effective partnerships with other agencies; strategies, profile and publicity

- 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