



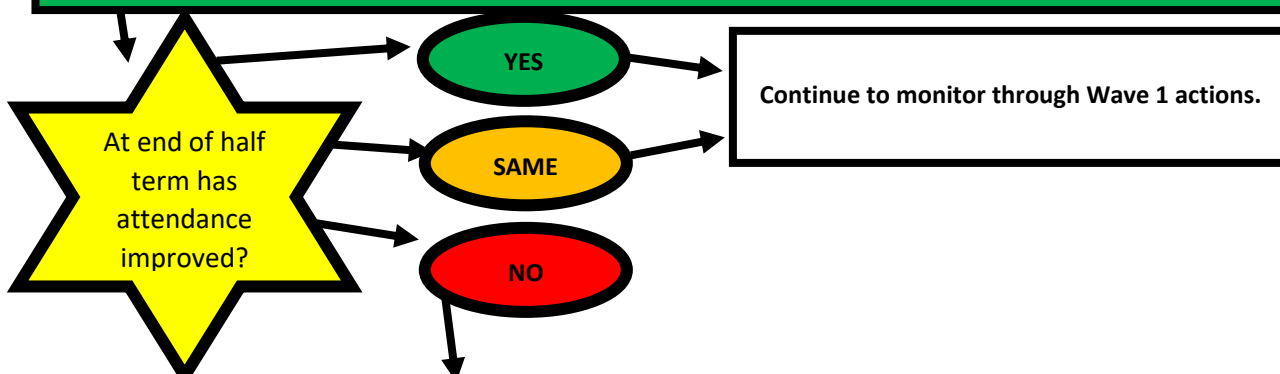
Attendance Strategy

4 Wave Attendance Strategy Flowchart

Wave 1 – Focus 97% + (less than 5 days off a year- 1.2 per half term)

Form Tutors

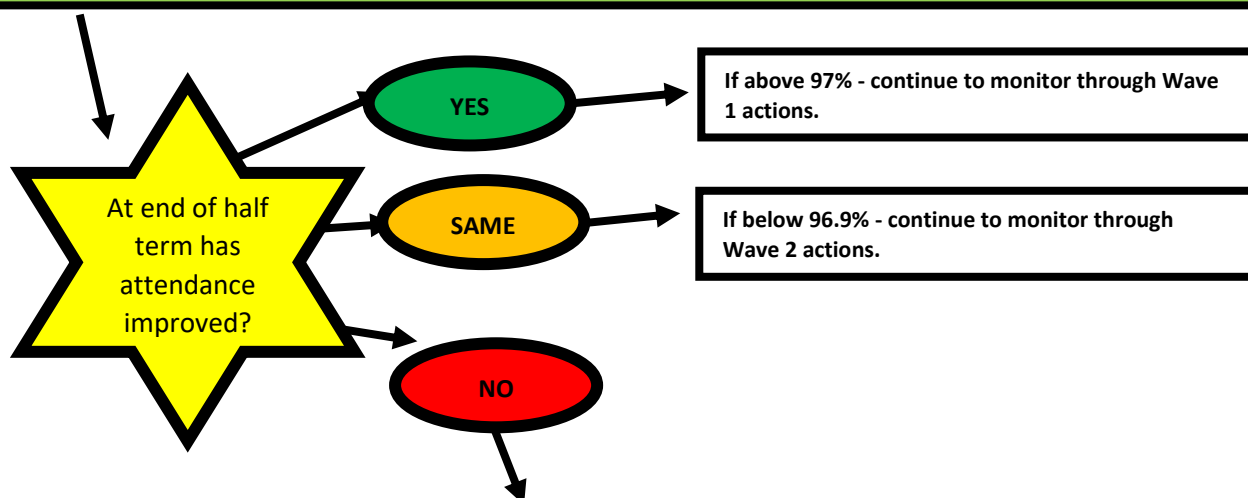
Actions	<ul style="list-style-type: none"> ✓ Weekly recording of attendance by students on trackers during form in Attendance Monday. ✓ Weekly 1:1 conversations with targeted students utilising the data provided (groups will be fluid)
Recording	<ul style="list-style-type: none"> ✓ Phone call home to target group of students ✓ Update Attendance Intervention case load
Praise	<ul style="list-style-type: none"> ✓ GET TO GREEN PRIZE DRAW EACH MONDAY in Attendance Monday session. ✓ Weekly praise in line ups for 100% attendance and improved attendance. ✓ Half-termly praise letter home to parents – APL1/APL2



Wave 2 – Focus 94% – 96.9% (Less than 10 days off a year- 1.6 days a half term)

HOY

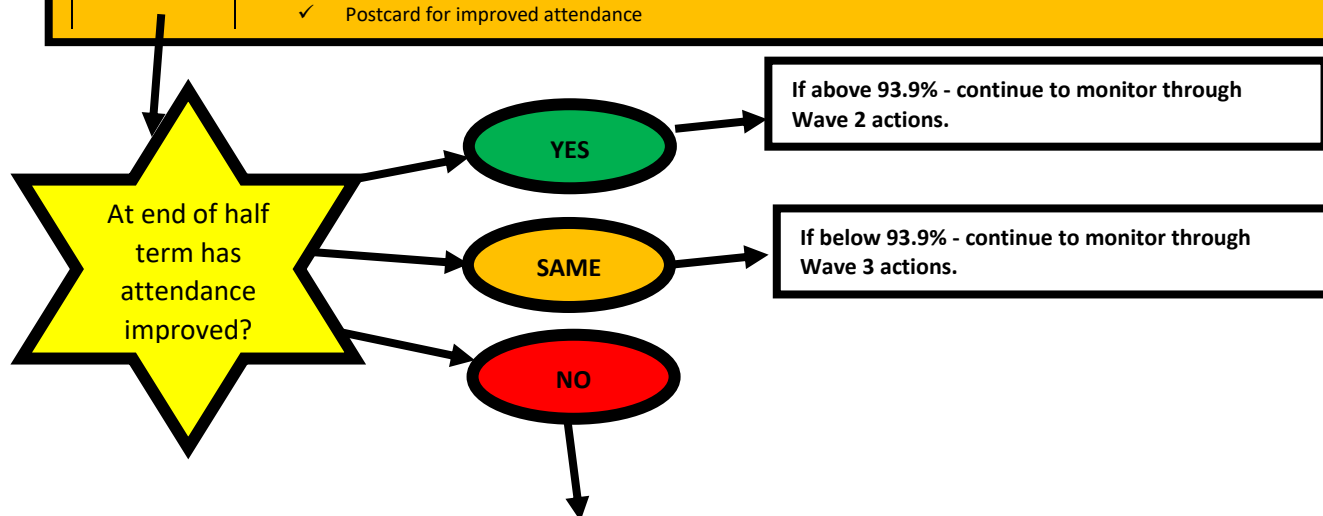
Actions	<ul style="list-style-type: none"> ✓ HOY to ensure a phone call or email is actioned to parent of student whose attendance goes below 96.9%. ✓ Identify students who need to receive APL3 or APL4 ✓ Weekly 1:1 conversation with targeted students and attendance recorded on Attendance Monday in form ✓ Identify in fortnightly Attendance Strategy Meeting any students who need to do 3 houses/discuss early help ✓ 3 Houses Intervention completed by HOY. Actions effectively completed and communicated to all relevant stakeholders in fortnightly meeting ✓ Parental meeting for students before they drop to 95%. 3 Houses parent form used if necessary and any referral forms completed for early help if needed
Recording	<ul style="list-style-type: none"> ✓ Update Attendance case load ✓ Phone call or email home to target group of students and recorded on Arbor ✓ 1:1 student conversations ✓ 3 Houses intervention form completion ✓ Informal meetings with parents
Praise	<ul style="list-style-type: none"> ✓ Weekly praise in line ups for improved attendance. ✓ Improved attendance postcard after 2 weeks of sustained improvement ✓ Letter home once improvement is sustained (APL2 once back into 97% plus)



Wave 3 – Focus 93.9% - 91% (less than 15 days off a year- 2.5 a half term)

EWO/Inclusion Managers

Actions	<ul style="list-style-type: none"> ✓ Ensure a phone call or email is actioned to parent of student whose attendance goes below 94. ✓ Weekly 1:1 conversation with targeted students and attendance recorded on tracker in form on Monday ✓ Identify students who need a 3 Houses intervention and action ✓ Ensure necessary referral forms completed for agencies for early help - external support if necessary but Grownd as first priority. ✓ Identify students who need to receive APL4 ✓ Parental meeting for students before they drop to 93%. 3 Houses parent form used if necessary and any referral forms completed for early help external support if necessary.
Recording	<ul style="list-style-type: none"> ✓ Update Attendance case load ✓ 1:1 parental or student contact via phone call or email.
Praise	<ul style="list-style-type: none"> ✓ Weekly line up praise for improved attendance. ✓ Postcard for improved attendance



Wave 4 – Focus ≤91% (18 days off a year – 3.1 days a half term)

SLT/EWO

Actions	<ul style="list-style-type: none"> ✓ Deputy Headteacher and EWO to identify parents and invite for meeting in weekly Attendance Meeting (AL4 letter) ✓ Complete SARM. Set targets and agree action plan and review dates. ✓ Monitor attendance daily and respond quickly to dips. ✓ 1 Unauthorised absence = DH ✓ Case by case – 1 more unauthorised absence = formal warning from LA ✓ APL5 – action plan
Recording	<ul style="list-style-type: none"> ✓ Update Attendance case load ✓ Letter for LA meeting and APL6 ✓ 1:1 parental or student contact via phone call or email. ✓ DH Meeting.
Praise	<ul style="list-style-type: none"> ✓ Weekly postcard home for improved attendance. ✓ Phone calls home for any attendance improvement.