

Attendance Escalation

Attendance Officer/ attendance admin: prepares weekly student attendance data for each tutor group and circulates to staff.

This data Flags up PA and near PA for actions with Tutors, attendance lead and pastoral team, EWO.

Tutor group attendance data/discussion logs: data circulated weekly by attendance officer/attendance admin, tutors to talk with any students whose attendance has dropped in that weekly period and fill in tutor discussion logs. Tutor Discussion logs used to flag up any barriers to attendance, concerns about school etc. that may be causing an issue. Tutor Logs returned to attendance officer/attendance admin who can share with the pastoral team, and/or other staff as necessary. Actions then taken to help improve attendance and discussed at parent meeting.

Pastoral team and tutors: Use the information from tutor discussion logs and attendance officer/attendance admin. The tutor and pastoral team work with students when needed; supportive interventions put into place in school; referrals to other agencies as appropriate.

1. Letter one: triggered at under 95% attendance

Using the attendance tracker data

2. Medical evidence letter: triggered at 93% and under attendance – using attendance tracker data.

Letter includes the offer of an 'in-school attendance improvement meeting' with date/time suggested (within a week) letter cc'd to tutor, pastoral, school attendance lead – information gathered from these sources and meeting support offered if necessary. (Tutor 2nd ½ a lesson covered if necessary).

This is the tutor where possible with the attendance officer.

3. In-school attendance improvement programme: increasing number of unauthorised absences, heading to PA and received medical evidence letter.

School offers parents opportunity to discuss with the pastoral officer and attendance officer and agree targets for improvement over a two week period. Discuss barriers to attendance, parental legal responsibility, school policy/home-school agreement, complete action plan and agree verbal contact and medical evidence for absence to be authorised.

This is the pastoral officer and attendance officer. Supportive interventions in place – CAF etc, referrals to other agencies as necessary.

AND/OR

4. FPN: 8 unauthorised sessions

(non-contact for absence, unauthorised circumstances – holiday etc)

One FPN can be issued per academic year per parent per child. If a parent has 2 children they can receive 2 FPNs (one per child). Unauthorised absences can span across the whole academic year if appropriate to be liable for an FPN. You have 15 school days from the last date of unauthorised absence to refer for an FPN. They may be able to accept an FPN after this time in exceptional circumstances. The FPN portal cannot count school days so if the referral is over 15 actual days it will ask for late reason - put in this box 'is within 15 schools days'.

5. LAB Intervention meeting: Insufficient improvements made from In-school attendance improvement programme/FPN issue and unauthorised absences have increased or are at PA level.

6. EWO Fast Track: Insufficient improvements made from In-school attendance improvement programme and LAB intervention meeting.

6 week attendance improvement plan with local authority education welfare officer.

(Outcomes: improved attendance or court prosecution/fine)

6. Education Supervision Order: 1 Year mentoring programme agreed with EWO to support student attending school and overcoming perceived barriers. (EWO sees these as not as effective as FT- but they are free to schools once one has been agreed).

7. Authority to Prosecute: Fast Track/ESO failed to improve attendance, family not engaging with school or local authority. Paperwork prepared for court prosecution.