



ACE Tiverton

Attendance Protocols

2021

We expect all students to secure excellent attendance and we remove and address all barrier to this. By providing strong support, guidance and strategies to enable students to fulfil their personal, social and academic potential through the foundation of excellent attendance.

Attendance Actions 2021-22

Attendance Categories:	Purple = Students at 100% Green = 95% attendance or higher Amber = 90-94% Red = 89% or less
Universal Actions	<ul style="list-style-type: none"> • Purple and green students receive certificates, opportunities to celebrate their attendance and participation in positive activities. • Every week, students' cumulative attendance (their attendance over time) is reviewed and students who are increasing receive a positive contact with a member of the pastoral team. • Students whose attendance is declining are identified as requiring one of three levels of action, as detailed below. • Every half term, students receive a letter updating families on the level of attendance and the next steps.
Attendance Concern: Level 1	<p>Level 1 concern is defined as a student whose attendance is patchy and when absent there is no clear reason for it raised e.g. less than 95% attendance or more than five days absence in any half term. If the attendance is linked to one absence event (e.g COVID 19 absence) the student will be placed in the monitoring category which is reviewed weekly. If the attendance is without clear pattern or reason, then the following will be done:</p> <p>Actions: Level 1 letter is sent, a meeting with the student, family leader and pastoral team link is held, an attendance target set and monitored for a minimum of six weeks. The family of the student is informed of the meeting, target and monitoring period. If attendance improves, the student is placed on monitoring for the next half term. If it continue to decline, within two weeks, the student is escalated to level 2.</p>
Attendance Concern: Level 2	<p>Level 2 concern is defined as no improvement from level 1 actions over a minimum of a fortnight or a sudden drop in attendance that is not linked to a single, evidencable event (illness, injury, family bereavement, holiday etc)</p> <p>Actions: Level 2 letter is sent, a meeting is held with the student, their family, the learning family leader and the SLT link to the year group. A Positive Support Plan is written together with a clear attendance target and agreed steps to achieve (e.g. increasing attendance over time for using a RAG approach to the timetable) these will be dependent upon the reasons for the non-attendance and personalised to the individual student and their circumstances. This may include short term use of alternative learning spaces, a significant focus on preferred activities, learning and chosen adults or specific rewards linked to attendance as well as additional pastoral interventions to support the student in learning in their class/room environment.</p> <p>If attendance improves, the student is placed on level 1 for the next half term, then monitoring. If it continue to decline, within two weeks, the student is escalated to level 3.</p>

<p>Attendance Concern: Level 3</p>	<p>Level 3 concern is defined as no or very limited improvement from level 2 and/or limited engagement from the student and/or family in seeking to support absence with evidence.</p> <p>Actions: Level 3 letter sent, a meeting is held with the family, Pastoral Manager and SLT link for the year group. A clear plan is agreed with the adults present, including consents as needed for further professional involvement. Targets are set and support is agreed to achieve them, the student is engaged in the meeting once the adults have planned the next steps, they are given opportunity to understand, ask questions and have their views heard to understand the further barriers that have prevented improved attendance since the L2 meeting. The EWO is automatically informed of the Level 3 concerns and will be asked/invited to attend if required; otherwise, an EWO letter will be provided to the family, so they are aware of the next steps. Weekly meetings with the student, their family and the Pastoral Manager take place.</p> <p>If attendance improves, the student is placed on level 2 for the next half term, then level 1 before stepping down to monitoring. If it continues to decline, within two weeks, the student is escalated to level 4.</p>
<p>Attendance Concerns: Level 4</p>	<p>At this stage, the EWO becomes the lead caseworker for the student. The process of issuing formal warning of penalty notices is begun and session by session monitoring is undertaken with updates to the EWO. A further series of interventions, such as early morning house calls will be developed depending on the response of families to the monitoring process so far.</p>
<p>External Referral Threshold</p>	<p>If attendance drops below 80% and the family is unable or unwilling to evidence reasons for the absence that are external and objective, an EWO referral is made. Alongside this a TAF meeting is formed with a request to Early Help for Family Intervention support as the TAF will be dual agency, involving the EWO and school.</p>
<p>Acceptable Evidence</p>	<ul style="list-style-type: none"> • Doctors' letters including consultants and other NHS practitioners. • Holiday forms authorised by the Headteacher. • Letters confirmed appropriate experiences e.g representing a sport at County level or participating in a performance role as covered with the School Attendance Guidance published by the DfE.

Attendance Script 2020

Our expectation is that all students will attend school every day. In the current context we want to keep our school family safe and well. Where a student is absent, we will do the following:

Day of Absence	Who	What	How
Day One of Student Absence	Administration Team member does first day call and speaks to parent or carer.	<p>Absence reason is discussed, and a plan made for the following day:</p> <ul style="list-style-type: none"> If student is unwell but no C19 symptoms, 24 hours rest and telephone call on day 2 of absence to review. If any of the three key symptoms are present (continuous high temperature, new cough and loss of smell/taste) access a C19 test. 	<p>Recorded on Arbor using the correct attendance code with comments summarising the reasons for absence/conversation:</p> <p>N: No reply/reason L: Late M: Appointment I: Unwell C: Other Authorised Circumstances (use very rarely and comments must give factual information)</p>
Day Two of Absence	Administration team member does second day call and then request contact to be made by Pastoral Link	<p>Absence reason is discussed, and a plan made for the following day:</p> <ul style="list-style-type: none"> If student is better or there are clear indicators of another bug e.g cold symptoms then return to school. If any of the three key symptoms are present (continuous high temperature, new cough and loss of smell/taste) access a C19 test. If a C19 test cannot be accessed, alert SLT for review and next step planning. 	<p>Admin Team: Recorded on Arbor using the correct attendance code with comments summarising the reasons for absence/conversation:</p> <p>N: No reply/reason L: Late M: Appointment C: Other Authorised Circumstances (use very rarely and comments must give factual information) I: Unwell</p> <p>Pastoral Team: Updates on the communication section of Arbor the discussion and plan to support attendance.</p>
Day Three of Absence	Pastoral Team member does third day call.	<ul style="list-style-type: none"> Plan to visit is made with family or as doorstep call if no response. Level 1 – if not at higher level of monitoring is actioned. 	<p>Admin Team: Recorded on Arbor using the correct attendance code with comments summarising the reasons for absence/conversation:</p> <p>N: No reply/reason L: Late M: Appointment C: Other Authorised Circumstances (use very rarely and comments must give factual information) I: Unwell</p> <p>Pastoral Team: Updates on the communication section of Arbor the discussion and plan to support attendance</p>

We continue to make daily contact with parent and carers to ascertain absence either through evidence supplied e.g test results, medical letter or to make a plan, linked to the attendance levels, depending on the student's level of attendance at the time for the absence.

Attendance Data: Actions & Responsibilities

The following document outlines the process by which attendance data is processed, reviewed and actioned.

Area	Timing	Action	Lead
Register Completion	Daily	Run missing registers report and send to teachers and SLT for immediate completion	ZJD
	Weekly	Cumulative report for missing registers to be produced and circulated to address patterns of non-completion directly to teachers with SLT links copied in.	ZJD
Data Accuracy	Daily	Daily update of registration marks using information received via attendance hotline and other sources	ZJD
	Weekly	Attendance reports run and provided to Learning Family Leaders for updates relating to known absences. Issued on Monday with previous week data, updated via attendance review meetings. Referral list to EWO using updated information for action.	GJD
	Weekly	Attendance Meeting with SXC & SAF to collate all known information and agree actions where attendance expectations aren't met. Review previous week's actions and impact thereof.	GJD
	Fortnightly	Meeting with SXC & SAF for referred students to review attendance data and agree next steps actions e.g WPN/Parenting Contract to go to HCS	GJD
Attendance Action Plans	Weekly	Review meetings to include update of action plans and agreed next steps to improve impact.	GJD with Learning Family Leaders/SLT Links
	Fortnightly	EWO updates with referred parents/students for parenting contract/review.	GJD

Attendance Data – Who does what?

Who	Action	By When	Return to?
Administration Team	Update registers with known information	Daily	Arbor
Learning Family Leaders	Weekly update of mentor group registers	Issued Monday for preceding week returned by Weds	GJD
	Weekly update of year data (all absences)	Attendance Review Weekly Meeting	SXC
Pastoral Manager	Weekly update to SLT including agreed actions following data collation and review meetings.	Friday – verbal update to weekly actions Monday – emailed update to weekly figures	SLT

SLT will receive the following information on a Friday:

- 1) A copy of the attendance data for the preceding week as shared with the Learning Family Leaders
- 2) Verbal Update to the data following review meetings with SAF & SXC and EWO as appropriate.

Via email (usually on the following Monday) SLT will receive an update on missing registers counts and staff names as well as updated figures following the processing of data and information from attendance review meetings.