

Start of School Year

Send attendance letter and statement to all parents and students

Contact School Attendance Team to set half termly attendance panel dates

Monitor Attendance and Lateness

Weekly commendation for 100% attendance
Letter of commendation for 100% termly attendance
Tutor group certificates in celebration assemblies
Weekly/Bi weekly meetings to be held with HOA, DHOA, PL

Weekly attendance spreadsheet to all tutors – tutors to convey information to tutees each week to put in planner

Tutors to register all lates and follow up with students and parents and log

Tutors to encourage those students that have achieved the Highcliffe target or beyond

93 – 97% Tutors/DHOA to have conversation with students and log conversation

