**ATTENDANCE STRATEGY FOR HIGHCLIFFE SCHOOL**

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| Parent/Carer | Student |  | Tutor/HOA/DHOA/PL/PSM |
| Ensures child attends school, arrives at 8.30am ready to start school at 8.35am.  If child is unwell or has a medical appointment, inform school on each day of absence by 10am using the absence line, giving reasons for absence. Follow up with written communication on return to school. | Attend school daily on time. | 100% | Weekly commendation for 100%  Letter of commendation for 100% termly attendance  Certificate for 100% termly attendance  Attendance line – absence recorded  Parents contacted after 10am if absence has not been communicated to school  Tutors to encourage those students that have achieve the Highcliffe target or beyond.  Lates recorded on system by tutor |
| All work missed is completed.  All work set on MyHighcliffe to be completed. | 93%-97%  Frequent lates | When attendance reaches this % Tutor/DHOA to have individual conversation with student to raise awareness, highlight expectations and ascertain reasons for absence, log conversation – set appropriate and encouraging targets to improve attendance. Conversation to be logged.  DHOA to look at supporting tutors with support tutors o allow conversations to take place.  Lates recorded on system by tutor- to be monitored weekly/bi weekly – parents contacted by letter – 3 lates in a fortnight. |
| Check timetable for missed lessons and support child to complete all work.  Set boundaries for school day at home.  Parent to receive letter from Pastoral Lead and work with child to achieve targets set in the review period set.  Parent to contact Pastoral Lead. | **Average of 95% over 5 years at school = approximately ¼ of a school year missed.**  All work missed is completed.  All work set on MyHighcliffe to be completed.  Work hard to achieve targets set in review period. | Under 95%  Frequent lates | Student attendance will be discussed at weekly/bi weekly Attendance Audit Meetings between HOA/DHOA/PL  Minutes to be logged.  Pastoral Lead to send out letter.  Pastoral Lead to work with Parent and student to achieve target set in review period.  Letter of improvement to be sent if targets met within review period.  Lates recorded on system by tutor- to be monitored weekly/bi weekly. Parents contacted by letter – 3 lates in a fortnight. |
| Support child to improve attendance.  Attend School Attendance Meeting  Assist with child achieving targets set in Personal Attendance Plan.  Set boundaries regarding non-attendance at school and leisure time.  Support child to complete all work missed. | **Average of 90% over 5 years at school =approximately ½ of a school year missed.**  Attend School Attendance Meeting  Achieve targets set in Personal Attendance Plan within review period. | Under 90%  Lates not improving | HOA to send out letter and arrange School Attendance Meeting for parent/carer and student to attend with PL.  Minutes of meeting to be logged.  Pastoral Lead to identify if there is a younger sibling and contact primary school to establish if there is a family issue regarding attendance.  Personal Attendance Plan completed with parent/carer/student and school, review set.  Attendance to be monitored  Letter of improvement to be sent if targets met within review period.  Lates recorded on system by tutor- to be monitored weekly/bi weekly |
| Support child to improve attendance.  Visit GP to discuss any on-going health concerns that are impacting attendance.  Liaise with school on a regular basis – working with Pastoral Lead / Pastoral Support Manager.  Set boundaries regarding non-attendance at school and leisure time.  Support child to complete all work missed. | All work missed is completed – liaise with teaching staff.  All work set on MyHighcliffe is completed.  Attend Personal Attendance Meeting.  Achieve targets set within review period. | Under 90%  Further absences  Lates continue to be an issue | Continue Personal Attendance Meetings with parent/carer/student and school. Minutes to be logged.  Consider referral to School Health (School Nurse/Doctor)  Consider GP card.  Consider provision – timetable, Jubilee, ELSA, CAMHS, CFPZ, Career advisor.  Lates recorded on system by tutor- to be monitored weekly/bi weekly  Consider referral to Dorset Attendance Service – Panel meeting.  Where appropriate, inform parent/carer/student that any further absence will be unauthorised, unless there is an improvement. Set further review date for 2 weeks.  Letter of improvement to be sent if targets met within review period. |
| Support child to improve attendance.  Discuss increasingly low attendance with GP – request further support/referral  Support completion of all work set.  Set boundaries regarding non-attendance at school and leisure time.  Liaise with Pastoral Support Manager/Designated member of Leadership Team. | **Average of 80% over 5 years at school = 1 school year missed.**  All worked missed is completed, liaise with Pastoral Lead/ Pastoral Support Manager.  All work set on MyHighcliffe to be completed.  Targets met and strategies used effectively to improve level of attendance. | Under 85%  No improvement  made | Referral to Dorset Attendance Service – Panel meeting, if not already submitted.  Pastoral Support Manager to send out Panel letter.  Personal Attendance Plan in place with targets and strategies to improve attendance monitored by Pastoral Lead with support from Pastoral Support Manager.  Designated member of Leadership Team to monitor attendance.  Legal action considered if not already taken.  School to be led by Dorset Attendance Service. |