

**Attendance Procedures 2021-22 (Guidelines) – all recorded on the SOL Tracker intervention spreadsheet**

<b>Intervention number</b>	<b>Reason for intervention</b>	<b>Intervention</b>	<b>Who</b>
1	Any concern regarding attendance and/or punctuality	Tutor conversation with <b>student</b> .	Tutor Recorded on Google sheet
2	Broken weeks or second “bout” of illness in short space of time. Can also be implemented for punctuality concerns	Tutor talks to the <b>student</b> and contacts the <b>parent/carer</b> ; Head of Year informed and <b>possible</b> 2 week monitoring (RTC) put in place	Tutor Parent/Carer  RTC marked green on Google Sheet (Record of Tutor Conversation)
3	Attendance falls below 97%*  *without good reason	Tutor talks to <b>student</b> (Attendance “Monday”) and contacts <b>parents/carers</b> to confirm 2 week monitoring (ROPC form)	Tutor ROPC (record of phone call) to be marked on Google Sheet with any comments added
4	No improvement or attendance below 95%*  *without good reason	Call home from <b>AO</b> or <b>HOY</b> <b>Letter 1</b> - general concern regarding attendance, 2 week monitoring with review date. (jump escalation to letter 2 if attendance below national average)* <i>Jump escalations at any stage if no improvement.</i>	AO HOY (ROPC form)
5	No improvement or attendance between 90% and 92.9%	<b>Letter 2</b> – AIM 1 meeting with parent/carer plus attendance team. Letter issued at meeting stating absence will possibly not be authorised and review date (2-3 weeks). <i>*Jump escalations at any stage if no improvement.</i>	AO HOY Attendance Lead
6	No improvement and/or attendance falls below 90% (P.A)	<b>Letter 3</b> - AIM 2 - meeting with attendance team <ul style="list-style-type: none"> <li>Possible referral to LA Education &amp; Inclusion team if no genuine reason for absence.</li> </ul> <b>Review date from letter 2.</b>	AO HOY LA (Education Inclusion Team) if applicable
7	<ul style="list-style-type: none"> <li>Parent fails to attend meeting and/or</li> <li>No improvement in attendance</li> </ul>	Home Visit (only if parent fails to attend meeting) Review date from letter 3. AIM meeting (following county template) <i>*Jump escalations at any stage if no improvement.</i>	AO HOY Attendance Lead LA

8	No improvement	<b>Letter 4-</b> warning if no immediate improvement legal action may result <i>*Jump escalations at any stage if no improvement.</i>	AO HoY Attendance Lead LA
9	No improvement	Notice referral <i>*Jump escalations at any stage if no improvement</i>	AO HoY Attendance Lead LA
10	No improvement	Referral for Prosecution.	AO/AL/HoY LA (Inclusion Team)

**Abbreviations and codes:**

**HOY** Head of Year

**AO** Attendance Officer

**AL** Attendance Lead

**IAP** Individual Attendance Plan

**AIM** Attendance Improvement Meeting

**RTC** Record of Tutor Conversation

**ROPC** Record of Phone Call

There will be a weekly meeting for each Head of Year with the Attendance Officer and/or Attendance Lead to discuss all students whose attendance has dropped and/or is causing concern and the graduated steps below will be considered and recorded on the SOL Tracker.

**Step 1** - students with any absence whatsoever will first be dealt with by the **tutor** in what is initially a supportive conversation to look at reasons/barriers with the student

**Step 2** - parents/carers contacted by **tutor** to discuss our concerns and any barriers to good attendance (over 95%)

**Step 3** - parents/carers contacted by the **Attendance Officer** and/or the **Head of Year**

**Step 4** - Attendance Improve Meetings initiated

**Step 5** - Local Authority involvement (Education Inclusion Team)

**Step 6** - Referral for prosecution