




The Heys School

Attendance Policy

Date Reviewed:	June 2021
Next review Date:	June 2023
Role (COG/CEO Trust)	I Mclaughlin
Signed:	

Attendance Policy (Part of the wider Safeguarding Policy)

AIMS

The Heys School is committed to providing a full and efficient educational experience to all students. On the basis of equal opportunities, we will take measures to encourage regular and punctual attendance at school, and in all lessons. We believe our students have a right to education and to do this they require continuity and progression in their learning. Consistent attendance is an essential foundation in order to achieve potential.

Our attendance policy should be read in conjunction with our policies on safeguarding, bullying and behaviour. The policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

It is part of the culture of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career, and as a school we will organise and do all we can to ensure maximum attendance for all students. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Our school will give a high priority to conveying to parents/carers and students the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers, students and relevant support agencies to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

As a school we understand that Children missing in education and increased absences **may** be indicators which may signal children are at risk of a number of safeguarding concerns such as CSE, CCE, neglect, abuse, FGM and radicalisation. Our daily analysis of nonattendance by individuals or cohorts will enable us to explore possible cause of nonattendance and seek further assistance where further issues may be a possible cause on concern. The attendance team, pastoral team and Designated safeguarding team meet weekly to discuss and share attendance concerns through radar meetings.

EXPECTATION

Parents and students can expect the following from school:

- A quality education
- Promotion of good attendance
- A clear and fully understood registration process, in accordance with statutory regulations.
- Regular, accurate and efficient recording of attendance
- Effective communication between school and the home
- Efficient action on any problems identified
- Early contact with parents when a student fails to attend

We expect the following from all students:

- That they will attend school regularly

- That they will arrive on time and appropriately prepared for the day in correct school uniform with school bag, planner and equipment
- That they will inform their parents or a member of staff of any problem that may hinder them from attending school
- That they will accept help, support and guidance when offered and deemed appropriate

We expect the following from Parents/Carers:

- To ensure their children attend school
- To ensure that they contact the school whenever any problem occurs that may keep their child away from school
- To ensure that they contact the school whenever their child is unable to attend due to illness
- To ensure that their children arrive in school on time well prepared for the school day

DELETION FROM THE REGISTER

In accordance with the Education (Pupil Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- Transfer between schools
- Failure to return from extended leave after both the school and the Local Authority have tried to locate the pupil
- 20 days continuous unauthorised absence and both the school and the Local Authority have tried to locate the pupil
- Left the school but not known where he/she has gone after both school and the Local Authority have tried to locate the pupil
- Permanent exclusion has occurred, and procedures have been completed
- Death of a pupil
- Pupil withdrawn to be educated outside the school system (the local authority will be informed)
- In custody for more than four months (in discussion with The Youth Offending Team)

At The Heys School we follow the Bury Local Authority Children Missing Education protocol when a pupil's whereabouts is unknown.

ENCOURAGING ATTENDANCE

We will encourage attendance in the following ways:

- Set appropriate targets for individuals, groups and school
- Accurate completion of registers at the beginning of each session and at the start of each lesson
- Attendance checks at appropriate times
- Recording of attendance in student planners
- A certificate and termly prize draw for 96% and over and 100% attendance in any term.
- An improved attendance certificate and attendance badge for any pupil achieving a significant improvement in attendance in any one term
- ClassChart points for students achieving 100% attendance for any full school week

TYPES OF ABSENCE

Authorised Absence:

Remember: Only the Headteacher can authorise absence. Parents cannot authorise absence.

- Illness – **Medical evidence must be provided for any consecutive absence of 5 days or more**
- Unavoidable medical appointments when supported by official medical documentation
- Recognised religious observance
- Funeral
- Traumatic event
- Hospital visits

The Headteacher will **not** authorise absence in the following circumstances:

- Shopping
- Birthdays
- Looking after other family members
- Waiting in for Trades People
- Haircuts
- Dentist Appointments
- Holidays

Attendance during one school year	equals this number of days absent	which is approximately this many week absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

OTHER AUTHORISED CIRCUMSTANCES

This relates to occasions where there is cause for absence due to exceptional circumstances e.g. visiting a parent in prison or social worker contact time.

Suspension (No alternative provision made) – Suspension from school is counted as an authorised absence. For suspensions of more than half a day, the Community Support and Attendance Lead will make arrangements for work to be sent home.

RELIGIOUS OBSERVANCE

The Heys School acknowledges and embraces the multi-faith nature of British society and the school. We recognise that on some occasions, religious festivals may fall outside school holiday periods and this necessitates a consideration for authorised absence. Parents/carers must request permission in writing at least a day in advance. In the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day to be designated for any religious observance. Any further absence will be categorised as unauthorised.

LATE ARRIVAL

Registration is from 8:35 am-8:55am every day. Students arriving after this time will be marked as late but present for the session (L). The register will close at 10.00 am. Students arriving after the close of register will be recorded as late (U), but the partial absence will not be authorised.

Any child arriving after the bell for tutor time will be registered on the late gate. They will then be expected to then go straight to tutor time. If the Students arrive after tutor time registration has been completed. They will be registered on the gate until 8.55 am after this time the students should registers at the main office and then make their way straight to lesson.


UNAUTHORISED ABSENCE:

- Truancy
- Unexplained absence (no note/contact from Parents/Carer).
- An unacceptable reason for absence is provided.
- Late to school after the register has closed without acceptable reason (Registers close at 10:00 am).
- Holidays - The Heys School, in line with current Government legislation, has a zero-tolerance approach to requests for leave of absence during term time and requests for a leave of absence for a holiday will not be authorised unless there are exceptional circumstances.

Please note students removed from school for an unauthorised leave of absence of 10 sessions or more may be subject to the issue of a Fixed Penalty Notice. Non-payment of a Fixed Penalty Notice will result in court action and a criminal record

The poster below will be placed on the smart screens around school to raise awareness of attendance and remind staff and students of the consequences of poor attendance and the impact on student progress and outcomes.

THE HEYS WAY ATTENDANCE MATTERS



If attendance matched a GCSE grade what would yours be?

Attendance %	Attendance as a grade	Description
100% 0 missed days	8-9	Well done, your attendance is excellent. You are maximising your chances to make excellent progress.
98 – 99% 2-4 missed days	7-8	
97% 6 missed days	6	
96% 8 missed days	5	You are at the point where your attendance is starting to have a negative impact on your progress. You need to attend The Heys School every day from now on.
93 – 95% 10-14 missed days	4	Your attendance is below The Heys School Target target of 96%. You are missing a large number of lessons and reducing your chance of making progress considerably.
91 – 92% 16-18 missed days	3	Your Parent/Carer is liable for a fine of up to £2,500.

93 – 95% 10-14 missed days	4	Your attendance is below The Heys School Target target of 96%. You are missing a large number of lessons and reducing your chance of making progress considerably.
91 – 92% 16-18 missed days	3	Your Parent/Carer is liable for a fine of up to £2,500.
90% 16-18 missed days	2	You are now a 'Persistent Absentee' from The Heys School.
88-89%	1	You are absent at least one day every two weeks.
87% or less	U	Your progress will be minimal, and you will not realise your true potential.

SUPPORT SYSTEMS

We recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse.

This will help the school identify any additional support that may be required. We also recognise that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and looked after children.

The school will implement a range of strategies to support improved attendance.

Strategies used may include:

- Reward systems
- Discussions with parents and students
- Attendance panels with Governors and or Senior Leaders (See stage 5 Appendix 1)
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Behaviour support

Support offered to families will be child centred and planned in discussion and agreement with both parents and students. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, The Heys School will consider and use legal sanctions.

RESPONDING TO NON-ATTENDANCE

When a pupil does not attend school, we will respond in the following manner:

A member of School staff will contact home on first day of absence to:

1. Make parents aware that pupil is absent
 2. Ask for explanation for absence
 3. Log parental responses in order to determine appropriate registration coding
- If contact cannot be made in the morning, a second attempt may be made in the afternoon
 - If contact is still not possible an ABSENCE ENQUIRY SLIP will be posted when home visits are carried out. Parents/Carers will be advised to contact school.
 - The attendance team will inform the relevant Tutor and Pastoral Leader of any failure to obtain an adequate reason for absence.
 - If an acceptable reason for absence is not provided the absence will be classified as unauthorised. Unauthorised absence and /or poor attendance will result in intervention from a representative from Bury Local Authority.
 - In the case of persistent non-attendance and following a set period of intervention by the Local Authority, we will support any recommendations for statutory action (CRIMINAL PROCEEDINGS).

LEGAL INTERVENTIONS PROSECUTION

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education. Section 44 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is in a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and/or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order. Penalty Notices (Anti-Social Behaviour Act 2003).

PENALTY NOTICES WILL BE CONSIDERED WHEN:

- A pupil is absent from school for the purposes of a holiday or family visit in term time and the absence has not been authorised by school
- A pupil has accumulated at least ten sessions of unauthorised absence.

A Penalty Notice gives the parents the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued. A penalty notice will be requested for each parent and for each child within a family unit. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. Penalty Notices will be used in accordance with Bury Local Authorities Penalty Notice protocol.

ATTENDANCE DATA

Student's attendance will be monitored and may be shared with the Local Authority and other agencies if Student's attendance is a cause for concern. This level of data will be used to trigger school action as set out in the escalation of intervention (appendix 1). Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. All information shared will be done so in accordance with the Data Protection Act 1998.

PUNCTUALITY

Poor punctuality is equally unacceptable. If a student misses the start of the day, they can miss work and do not spend time with their form tutor getting important information for the day. Late arriving students also disrupt lessons, can be embarrassing for the child and can encourage absence.

If a student arrives after the indicated times is on school site, but is not in the designated learning space, this will not count as a present mark and could lead to an unauthorised absence. This may mean that parents could face the possibility of a Penalty Notice if the problem persists.

If a child starts to develop a persistent late record you will be asked to meet with the Head of Key Stage or pastoral manager to resolve the problem.

In addition, to resolve persistent poor punctuality the following procedures will be implemented:

- **Stage 1**- ParentMail sent to parents for students that have 3 or 5 lates since the beginning of the academic year. The attendance team will set up a pro-forma that will be used to send a ParentMail on students with 3 or 5 lates.
- **Stage 2**- The attendance team will send a letter for students with 10 lates or more which will inform parents a meeting has been held with their child and that a punctuality report will be issued. Students will be placed onto punctuality report during this meeting and will report to the form tutor. Form tutor to alert Pastoral Manager or HOKS via email on the students' daily progress. A congratulations letter will be sent out to parents if progress has been made on improved punctuality.
- **Stage 3**- Further lateness will require an SLT meeting with the parent/carer as there has been no improvement.

Appendix 1

The school adopts a staged attendance process detailed below. The intervention is not limited to that outlined. Where there is a safeguarding concern, the school will take other appropriate action to ensure the safety of all Students.

When analysing a student's attendance, we must ensure that protocols are consistently applied and that all incidents of unsatisfactory attendance are dealt with in the same way in all year groups.

The Heys expects all students to be in school every day.

Attendance Matters



Attendance Management ESCALATION OF INTERVENTION

<p>Ongoing attendance procedures</p>	<ul style="list-style-type: none"> • First Day response, phone calls made to parents/carers of any absent students and update Sims. • If no contact on second day of absence Office staff to alert LJ. • Second day of absence with no contact, home visit to conduct safe and well check (Report any concerns to police/MASH). • Fortnightly RADAR spreadsheet updated and disseminated to Form Tutors/Pastoral Managers/Heads of Year. • Form Tutors to undertake fortnightly attendance reviews with students. Any student with two consecutive amber attendance warnings to be placed on a two-week report, this should be signed by parent and form tutor each day. (FT to inform parents of concerns with letter via ParentMail). • Form Tutors to update Pastoral Managers with details of interventions. 	<p>Office staff</p> <p>LJ</p> <p>LJ</p> <p>FT</p>
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	<ul style="list-style-type: none"> Pastoral Managers to update master spreadsheet. 	FT/PM
% Attendance	Level of Intervention	Responsibility
<p>Stage 1</p> <p>100%</p>	<ul style="list-style-type: none"> Congratulations letter to parents Assembly recognition each half term. 100% badges Certificates Attendance prize draw 	SLT/LJ/Form Tutors/Heads of Year/ Pastoral Managers
<p>Stage 2</p> <p>Approximately</p> <p>98%-94%</p> <p><u>Half term 1:</u></p> <p>36 days (72 sessions possible in this half term)</p> <p>(PA will equate to 7.2 sessions or 3.6 days)</p> <p><u>Half term 2:</u></p> <p>(70 sessions possible for this half term)</p> <p>(142 sessions possible for term 1)</p> <p>(PA will equate to 3.5 days for the half term or 7.1 days for term 1)</p> <p><u>Half term 3:</u></p> <p>(58 sessions possible for this half term)</p> <p>(200 sessions possible cumulatively for half term 1, 2 and 3)</p> <p>(PA will equate to 2.8 days for this half term or 10 days absence from school for half term 1, 2 and 3).</p> <p><u>Half term 4</u></p>	<ul style="list-style-type: none"> <i>Speak to individual in school, support and challenge, share information with PM/HOKS.</i> <i>Concern Letter 1 to parents indicating impact of poor attendance (reasons given for absence). Send below 98% letter home.</i> Check reason for absence on SIMS – Illness - Have 1-2-1 conversation with student explore if there is a specific reason for absence i.e. medical condition, issue with student or specific subject etc. Holiday - Have 1-2-1 conversation with student and explain the importance of not missing education, impact on future and achievements Other authorised absence – speak to staff whom had authorised the absence to be updated on students’ circumstances Advise the student you will be monitoring their attendance to see an improvement Complete SIMS log ‘Other Pastoral Note’ with intervention and expected outcome and raise any concerns with Year Team <p><i>If you are concerned about information shared at this stage please speak to the Year Team or LJ straight away to look at next steps</i></p>	<p>Form Tutor</p> <p>LJ</p>

<p>(58 sessions possible for this half term)</p> <p>(258 sessions cumulatively for term 1 and 2)</p> <p>(PA will equate to 2.8 days absence for this half term or 12.8 days absence from school for term 1 and 2)</p> <p><u>Half term 5</u></p> <p>(52 sessions possible for this half term)</p> <p>(310 sessions possible cumulatively for half term 1, 2, 3, 4 and 5)</p> <p>(PA will equate to 2.6 days for this half term or 15.5 days absence from school for half term 1, 2, 3, 4 and 5).</p> <p><u>Half Term 6</u></p> <p>(70 sessions possible for this half term)</p> <p>(380 sessions possible cumulatively for terms 1, 2 and 3)</p> <p>(PA will equate to 3.5 days for this half term or 19 days absence from school for terms 1, 2 and 3).</p>		
<p>Stage 3</p> <p>Approximately</p> <p>94% - 91%</p> <p><u>Half term 1:</u></p> <p>36 days (72 sessions possible in this half term)</p>	<ul style="list-style-type: none"> • Consider medical evidence request letter 2 issued. • Target for attendance intervention 4 week attendance action plan. • Parents invited into school for a meeting with PM/HOKS/Attendance Lead. • Consider completing a Family Assessment • Consider Team Around the Family (TAF) • Consider referral to other support • Medical Planning meeting 	<p>LJ</p> <p>LJ/PM</p> <p>LJ</p> <p>LJ/PM/HOKS</p>

<p>(PA will equate to 7.2 sessions or 3.6 days)</p> <p><u>Half term 2:</u></p> <p>(70 sessions possible for this half term)</p> <p>(142 sessions possible for term 1)</p> <p>(PA will equate to 3.5 days for the half term or 7.1 days for term 1)</p> <p><u>Half term 3:</u></p> <p>(58 sessions possible for this half term)</p> <p>(200 sessions possible cumulatively for half term 1, 2 and 3)</p> <p>(PA will equate to 2.8 days for this half term or 10 days absence from school for half term 1, 2 and 3).</p> <p><u>Half term 4</u></p> <p>(58 sessions possible for this half term)</p> <p>(258 sessions cumulatively for term 1 and 2)</p> <p>(PA will equate to 2.8 days absence for this half term or 12.8 days absence from school for term 1 and 2)</p> <p><u>Half term 5</u></p> <p>(52 sessions possible for this half term)</p> <p>(310 sessions possible cumulatively for half term 1, 2, 3, 4 and 5)</p> <p>(PA will equate to 2.6 days for this half term or 15.5</p>	<p>The pastoral manager/HOKS will:</p> <ul style="list-style-type: none"> • Send below 94% letter home • Meet with student and make sure they are fully aware of their attendance and how we expect improvements to be made. • Contact home via telephone – express your concern regarding low attendance, discuss school expectations, monitoring the situation and requirement of attending a meeting should the student’s attendance not improve. Log this on SIMS • Arrange an appropriate time as Pastoral Managers to meet with parent/carer in school if attendance has not improved within the identified time frame • During meeting discuss concerns, explore if any support is required. • If parent/carer cancels appointment, rearrange it within 7 days by phone and confirm by letter • 2 missed appointments or no improvement seen complete central referral form for RSI <p><i>If you are concerned about information shared at this stage, please speak to RSI straight away to look at future steps</i></p>	
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<p>days absence from school for half term 1, 2 ,3, 4 and 5).</p> <p><u>Half Term 6</u></p> <p>(70 sessions possible for this half term)</p> <p>(380 sessions possible cumulatively for terms 1, 2 and 3)</p> <p>(PA will equate to 3.5 days for this half term or 19 days absence from school for terms 1, 2 and 3).</p>		
<p>Stage 4</p> <p>Approximately 91% - 87%</p> <p><u>Half term 1:</u></p> <p>36 days (72 sessions possible in this half term)</p> <p>(PA will equate to 7.2 sessions or 3.6 days)</p> <p><u>Half term 2:</u></p> <p>(70 sessions possible for this half term)</p> <p>(142 sessions possible for term 1)</p> <p>(PA will equate to 3.5 days for the half term or 7.1 days for term 1)</p> <p><u>Half term 3:</u></p> <p>(58 sessions possible for this half term)</p> <p>(200 sessions possible cumulatively for half term 1, 2 and 3)</p>	<ul style="list-style-type: none"> • Risk of PA letter 3 • *Governor Attendance Panel • *Penalty Notice Referral at 10 UA absence • *Penalty Notice issued if further absence within the 15 day period • Invite parent/carer in for a meeting with the Pastoral Manager/Progress Leader and RSI who will create an attendance support plan (ASP) and set targets for improvement within a fixed time frame • Pastoral Manager/HOKS and LJ to complete home visit if no contact is made or meeting is missed • Anything below 91% should be logged on CPOMS with ASP, actions, time frames and updates. 	<p>LJ</p> <p>SLT/LJ/PM</p> <p>LJ</p> <p>LJ</p>

<p>(PA will equate to 2.8 days for this half term or 10 days absence from school for half term 1, 2 and 3).</p> <p><u>Half term 4</u></p> <p>(58 sessions possible for this half term)</p> <p>(258 sessions cumulatively for term 1 and 2)</p> <p>(PA will equate to 2.8 days absence for this half term or 12.8 days absence from school for term 1 and 2)</p> <p><u>Half term 5</u></p> <p>(52 sessions possible for this half term)</p> <p>(310 sessions possible cumulatively for half term 1, 2, 3, 4 and 5)</p> <p>(PA will equate to 2.6 days for this half term or 15.5 days absence from school for half term 1, 2 ,3, 4 and 5).</p> <p><u>Half Term 6</u></p> <p>(70 sessions possible for this half term)</p> <p>(380 sessions possible cumulatively for terms 1, 2 and 3)</p> <p>(PA will equate to 3.5 days for this half term or 19 days absence from school for terms 1, 2 and 3).</p>		
<p>Stage 5</p> <p>Approx</p>	<ul style="list-style-type: none"> • Consider Family Assessment if not already completed *Case work • Possible prosecution under s444(1A) 	<p>LJ/PM/HOKS</p> <p>LJ</p>

<p>Below 87%</p> <p><u>Half term 1:</u> 36 days (72 sessions possible in this half term) (PA will equate to 7.2 sessions or 3.6 days)</p> <p><u>Half term 2:</u> (70 sessions possible for this half term) (142 sessions possible for term 1) (PA will equate to 3.5 days for the half term or 7.1 days for term 1)</p> <p><u>Half term 3:</u> (58 sessions possible for this half term) (200 sessions possible cumulatively for half term 1, 2 and 3) (PA will equate to 2.8 days for this half term or 10 days absence from school for half term 1, 2 and 3).</p> <p><u>Half term 4</u> (58 sessions possible for this half term) (258 sessions cumulatively for term 1 and 2) (PA will equate to 2.8 days absence for this half term or 12.8 days absence from school for term 1 and 2)</p> <p><u>Half term 5</u> (52 sessions possible for this half term)</p>	<ul style="list-style-type: none"> • Final warning letter to be sent • Ensure records sheet is up to date, minutes from parent meetings, any interventions in place now or previously • Safeguarding or student protection concerns raised and logged on CPOMS • LJ to put plan in place with parent/carer and student • If no changes made FPN will be issued • Keep Pastoral Manager/HOKS and RSI updated via CPOMS 	<p>LJ</p>
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<p>(310 sessions possible cumulatively for half term 1, 2, 3, 4 and 5)</p> <p>(PA will equate to 2.6 days for this half term or 15.5 days absence from school for half term 1, 2, 3, 4 and 5).</p> <p style="text-align: center;"><u>Half Term 6</u></p> <p>(70 sessions possible for this half term)</p> <p>(380 sessions possible cumulatively for terms 1, 2 and 3)</p> <p>(PA will equate to 3.5 days for this half term or 19 days absence from school for terms 1, 2 and 3).</p>		
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***Pre-Referral Meeting: Agreed by School**

- Attendance Panel Action Plan agreed
- Gather further information at meeting – possibly more complex than only attendance issue
- If appropriate, gain parental consent to complete Family Assessment. To be completed jointly by Attendance Lead/ Pastoral Manager
- Review 4-6 weeks – close if improvements made or consider next course of action.

***Penalty Notice Referral:**

- Unauthorised Holiday – 10 sessions (5 school days)
- Unauthorised Absence – 10 sessions (5 school days)
- **(Must be agreed with the schools named Attendance Lead)**

***Attendance Lead for Case-work:**

- A phased approach of 3 meetings between the Attendance Lead/Parent & School over a 12 week period to address poor attendance.
- Parenting Contract completed with agreed actions between Attendance Lead/Parent & School.
- Attendance Review Meeting to consider submitting Court papers.
- Criminal conviction for parent if found guilty under s444(1A).
- **Form tutors** - Ensure information is completed in SIMS log 'Other Pastoral Note' and concerns if any are passed on to Year Team.
- **Pastoral Managers** - Ensure the weekly attendance tracking sheet is completed with date intervention took place etc. This enables a chronology of the case to be kept.

- Only use PA RAG tracker in the staff K drive location. Do not duplicate and save in your personal drive. This needs to remain accessible to all stake holders.
- 1-1 conversations held with student/parent and meetings to have clear targets and what you expect to see i.e. improvement of attendance in 4 weeks.
- Contact RSI if you require support or are unsure of anything.
- Log everything on the attendance tracker (Form Tutor / Pastoral Manager/HOKS and RSI updated via CPOMS).
- The Attendance folder in the staff K pastoral drive will hold information on letters sent, FPN (Fixed Penalty Notices) details and master copies of documents.
- The attendance officer can be contacted by telephone on extension 213 or email on attendance@theheys.school.