

### **AIM- Attendance Intervention and Monitoring**

The purpose of this document is to set out the procedures and routines Harrop Fold employs to monitor and improve attendance. This includes the responsibilities of key staff in recording and monitoring attendance on a weekly basis at Harrop Fold and their responsibilities of following up unauthorised or persistent absence.

The success of AIM will depend upon the involvement and co-operation of all members of the school in following these procedures and identifying concerns.

### **Roles and Responsibilities**

#### **Form Tutors**

- Complete registers during form time each morning
- Report to the pastoral HOY and the Progress Lead when there are concerns about absence
- Ensure pupils record their attendance in their planners each half term
- Talk about attendance on a regular basis during form time
- Share weekly attendance data with forms
- Arrange and monitor detentions for pupils who are late to form two or more times in a week

#### **Subject Teachers**

- Report pupils missing from lessons via the dedicated email
- Talk to pupils about the importance of good attendance
- Report any persistent absences to Heads of Faculty, highlighting concerns in relation to attainment

#### **Heads of Faculty**

- Talk to pupils who miss lessons on a regular basis and monitor regularly
- Report attendance concerns to the appropriate pastoral HOY and Progress Lead

#### **Attendance Administrator**

- Check any absence emails from parents/carers in liaison with school office
- Send RS Connect text at earliest opportunity and record any responses on SIMS
- Record daily whole school attendance on the board in S9
- Make formal referrals to EWO and inform EWO of actions taken to point of referral

- Attend Harrop Fold Attendance Board (HAB) meetings in school

### **Pastoral HOY**

- Telephone parents on first or second day of unexplained absence, as appropriate, if no explanation has been received
- If no satisfactory explanation is received, refer to Safeguarding Lead for home visit
- Monitor daily absence for year group
- Produce weekly below 95% SIMS report for each year group and file in attendance file
- Refer any in term absence request to the delegated member of SLT
- Follow AIM procedures for below 95%
- Report fortnightly to SLT Link regarding attendance and intervention
- Keep attendance file up to date
- Discuss EWO referrals with Attendance Administrator

### **Progress Lead**

- Take responsibility for maintaining the high profile of attendance for their year group
- Deliver regular assemblies to highlight attendance
- Support with parent meetings when attendance is affecting progress

### **SLT in charge of Attendance**

- Ensure pastoral HOY report about attendance patterns and attendance intervention in place within their year group each week to SLT in charge of attendance
- Term time holiday authorisation
- Attend Behaviour and Attendance Network Meetings
- Attend Harrop Fold Attendance Board (HAB) meetings in school

### **Monitoring Strategies**

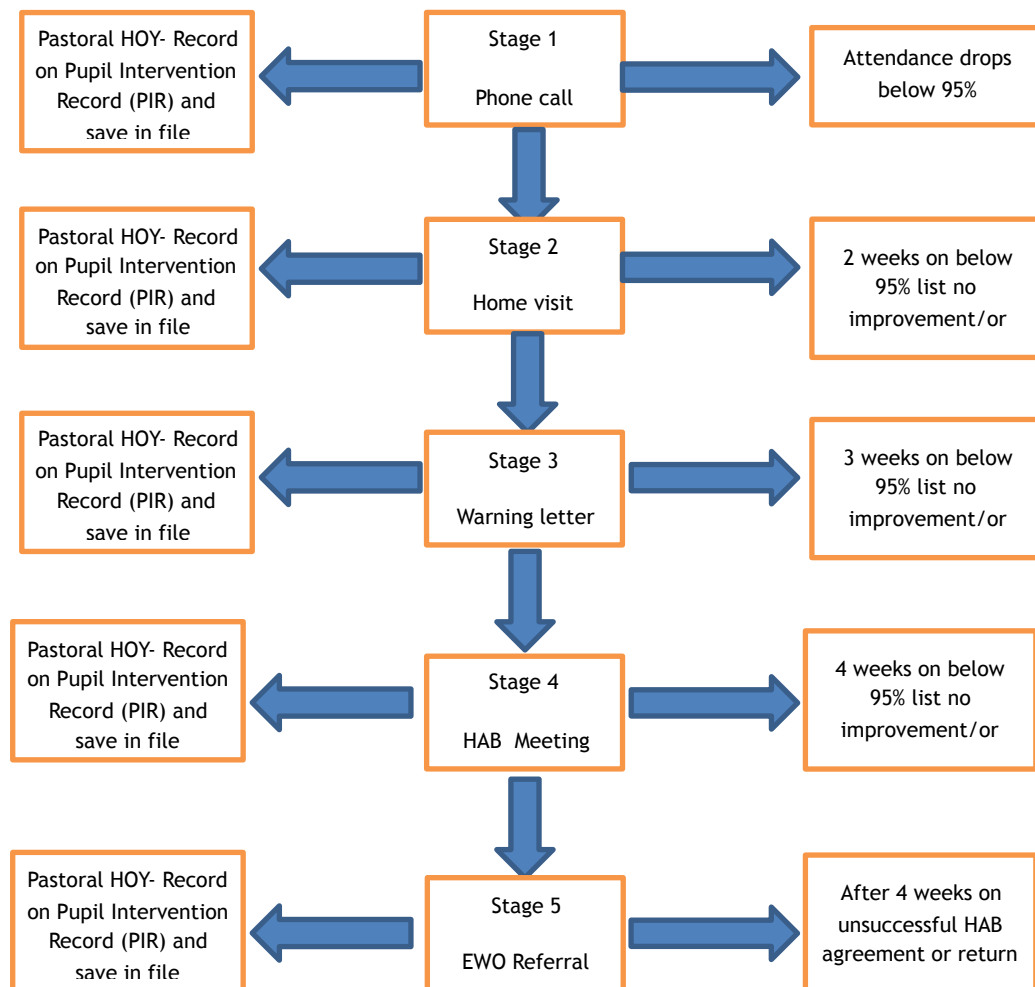
Each week the Attendance Administrator will provide the HOY with an up to date spread sheet highlighting persistent absentees within their year group. This will provide pastoral HOY with the required information to monitor attendance on a weekly basis. Some other possible ways of monitoring attendance in their year groups are as follows:

- Form tutors keeping them informed of absence patterns regarding their tutor group
- Regular check during am registration of known offenders

- Asking pupils to report to them on arrival

## Intervention Strategies

### AIM- Flow diagram for students below 95%



The above diagram shows the intervention strategies used by Harrop Fold School in order to intervene with pupils who attendance is below 95%. Below offers further guidance on attendance intervention by the school:

#### **Stage 1- Phone Call- first appearance at below 95%**

- When a pupil's attendance first drops below, a phone call home needs to be made to make parents aware that their child's attendance has fallen below 95%. Make it clear to the parents that you will be monitoring their child's attendance on a daily basis from now and you expect to see an improvement. Also explain to them the link between attendance and attainment and the reason why it is important to be in the habit of attending school on a daily basis for future life. This is recorded on the pupil intervention sheet, by the pastoral HOY in their year group's Attendance Folder.

#### **Stage 2- Home visit**

- A home visit should be undertaken if a pupil's attendance is below 95% without explanation for two weeks.

#### **Stage 3- Warning letter**

- If there is no improvement in the pupil's attendance for two weeks after the home visit, a warning letter will be sent to advise if there is no improvement in attendance in the next two weeks parent/carer will be called to panel.

#### **Stage 4- SAP- HAB- SLT link, Attendance Administrator, parents/carers and pupil**

If there is no improvement in attendance for two weeks after the warning letter, the Attendance Administrator will invite parents/carers in for a HAB meeting with the Attendance SLT to set targets for attendance over a 4 week period and to discuss any issues relating to school. Copy sent to parents and a copy filed in pupil's main file.

- If a parent fails to attend the HAB meeting the HAB Agreement is completed in their absence as it will set out the actions the school intends to take in partnership with the Education Welfare Service and the parent- letter and copy of agreement sent to parents .

#### **Stage 5 EWO Referral- after failed HAB Agreement.**

- Referral is made to the Education Welfare officer by the Attendance Administrator.