

# Effective Academy Attendance Improvement & Management



*Secondary Academies*



*...Changing lives.*

## Vision: all schools are expected to

**Recognise improving attendance is a school leadership matter and must have a designated Senior Leader (SL) with overall accountability for championing and improving attendance in school.**

Responsibilities should include offering a sharp vision for attendance improvement, communicated through a straightforward policy and strategy. Working alongside the attendance team, evaluating and monitoring expectations and processes, an oversight of data analysis, and communicating messages to students, parents, staff and external agencies.

## Implementation at Delta Academies Trust

**Our ambition is to have every child in school every day. To facilitate this, there must be a robust and effective attendance strategy in place.**

Attendance is everybody's responsibility and senior leadership teams strive to develop a culture where all parties are clear on their role and therefore can be held to account. To enable all parties to fulfil their role, clear systems and procedures are implemented which are understood by all and applied consistently.

***Academy Attendance Responsibilities***



Our approach has a strong focus on preventative measures and swift intervention. This allows leaders to plan for contextual challenges, alongside educating parents/carers and students on the impact of absence from school, both academically and socially.

The key principle, underpinning our approach of early intervention, is to work in a voluntary partnership with both parents and students with the aim to understand barriers and work with families to remove them.

# Tools included to support

***Academy Attendance Responsibilities***



***Annual Overview Sample***



***Attendance Tracker Sample***



***Top Tips for Attendance Assemblies***



***Attendance Letters Samples***



***Unauthorised Holiday Letters Samples***



***RAG Attendance Interventions***



***Attendance Action Plan***



***Attendance Penalty Changes***



***Academy Attendance Meeting Invitations***



***Academy Attendance Panel Guidance***



***Principal Attendance Panel Guidance***



***Teacher Feedback Example***



***A Day in the Life of an EWO***



***Attendance Call Example***



***The Link between Attendance & Attainment***



***Attendance Rewards Examples***



# System:

## *effective communication with stakeholders*

## Staff

**Plan an annual programme for attendance and punctuality events over the year, share with all staff and parents.**

- Create an annual overview
- Include events such as; assemblies, parent meetings, targeted interventions
- Other events are planned according to contextual need and arising issues across the academic year
- Pre-empting poor attendance patterns – e.g. **monitor first week of term**, check local factors that may affect attendance such as secondary school INSET dates, popular holiday in term time dates and then plan incentives to attend school.

*Annual Overview Sample*



### Induction

- Ensure all expectations are shared with all stakeholders
- A comprehensive induction policy.

### Weekly Reporting: headline data

- All students and groups

Key headlines are reported to SLT, Learning Managers and selected information should be given to Form Tutors. This includes:

- Risk of persistence absence (RPA)
- Persistence absence (PA)
- Severe absence (SA)
- Persistent lates
- Attendance Tracker is shared with teachers on a weekly basis.

*Attendance Tracker Sample*





### **The Power of Welcome**


- Key staff are ready to welcome the students into the building
- All class teachers create a welcoming inclusive environment for all
- Hold catch up conversations for absent/late students so they are aware of what they have missed
- Regularly interact with students throughout the day, take an interest in them as individuals
- Challenge students who are late sensitively whilst celebrating they are in school
- Late arrivals are met by key members of staff, conversations are held.

# Students

**Share expectations termly, and revisit where appropriate.**

- Weekly assembly: set expectations and celebrate
- Learning Managers walk around daily first thing to check on every class and their attendance, following up on those absent
- Involve student leadership team with attendance strategy
- Posters: child friendly, sign posting for explicit support re. underlying issues (link with Safeguarding team/attendance lead and ATTEND Framework)
- 'Tell Us' button available to those who need it
- Attendance display board centrally, updated weekly and discussed in assemblies.

**Top Tips for Attendance Assemblies**

POSITION	NUMBER OF POINTS

# Parents

**Develop effective relationships to educate and support.**

- Standard letters, social media, website, school apps, texts, face to face, (formal/informal)
- Attendance display board centrally, updated weekly and discussed in assemblies
- Parents of all new starters are spoken to regarding our commitment to attendance and expectations
- Attendance team to attend parents evenings
- Attendance is a key focus at all transition events.
- Build good relationships between home and school.

**Attendance Letters Samples**



# AAB/Governors

**Report, collaborate and challenge to improve attendance at a local level.**

- Link AAB member identified for attendance
- Regular updates and challenge
- Named member's responsibility, including visits into academy, SAP/PAP meetings.
- AAB member to attend GAP meetings

# Trust

**Report, collaborate and challenge to improve attendance at a regional level.**

- Trust-wide designated staff sharing national updates and collaboration
- Resource storage for Heads to collaborate and pool resources
- Attendance is a feature of Principal network, ELT, Education Inclusion Board meetings.

# Other

**Website: agreed attendance page for a transparent approach.**

- Including start of day
- Clear, uncomplicated attendance procedures
- A simple visual guidance re. impact of absence and lateness
- Clear academic calendar: 2 years in advance
- All registers close at the agreed time linked to the school day.

# Prevention: *of poor attendance through whole school attendance management*

## Monitor

**Rigorously use attendance data to identify patterns of poor attendance, lateness and term time holidays (at individual, cohort and group level).**

### **Agree Data to be monitored (incorporate into Annual Overview)**

*Annual Overview Sample*



- Students absent/ late today
- Vulnerable Groups
- Weekly/half termly reports: RPA, PA, SA
- Start of year: historic PAs
- Start of term: first week absence
- Holidays.

*Unauthorised Holiday Letters Samples*



### **Robust systems for collating data.**

- Power Bi
- Bromcom
- Attendance tracker.

*Attendance Tracker Sample*



**Early identification systems must be in place so all parties can work together to resolve absence before it becomes entrenched.**

- SLT/SENCO/pastoral team discussions at Inclusion meetings and create mini action plans, reviewed routinely, Academy Development Plan updated regularly
- Inclusion Team meet weekly to discuss families, data, actions and responses.

*Attendance Action Plan*



*RAG Attendance Interventions*



# Early Intervention: *to reduce absence before it becomes habitual*

## Monitoring of absence data

### Daily

#### **Safeguarding reactive procedures to address current student absence.**

- Attendance Lead meets with Attendance Team during the day
- Agree codes
- First day phone calls for all students
- Home visits where appropriate
- Identified list of vulnerable students for immediate action (e.g. PAs/ safeguarding concerns).

*Attendance Tracker Sample*



### Weekly

- Update Attendance Tracker
- Share with staff
- Agree next steps: e.g. letter, invite to meeting
- Reference Annual Overview.

*Annual Overview Sample*



# Early Engagement: *with parents, carers and students to address absence concerns*

RAG Attendance Interventions



## Severely and Persistent Absent Students

**'Listening and Understanding' meeting to identify barriers.**

- Agree lead staff member to meet with parent and student
- Complete - listening and understanding summary
- Follow ATTEND FRAMEWORK: use as appropriate
  - Student view
  - Parent view
  - Practitioner view.

### Identify: *severely absent students*

- Agree actions or interventions, including referral to services
- Record and share with all relevant staff
- Monitor, over an agreed time, the impact of the interventions, adjust where necessary in discussion with students, parents and any other partners involved
- A member of staff is allocated to the family based on relationship and the family; this member of staff then liaises with family.

### Identify: *persistently absent students*

- Where engagement of support is proving challenging, the senior attendance lead must organise a formal meeting, using the Attendance Support Plan, clearly explaining consequences of persistent absence and the potential need for legal intervention in the future
- Put additional targeted support in place, working in tandem with local authority and other relevant professionals, to agree a joint approach for severely absent students.

*Academy Attendance Meeting Invitations*



*Academy Attendance Panel Guidance*



*Principal Attendance Panel Guidance*



*Teacher Feedback Example*



# Formal Support: *following local authority guidance*

RAG Attendance Interventions



**Where voluntary support has not been effective and/or has not been engaged with, all academies should collaborate with their local authority.**

- Put formal support in place in the form of a parenting contract or an education supervision order in line with local authority/DfE guidance
- Issue a fixed penalty notice where further support is unlikely to be successful
- Intensify support through statutory social care involvement, where there are safeguarding concerns, especially if the absence becomes severe (below 50%)
- Prosecute parents where all other routes have failed.

