

# South Dartmoor College Attendance



## Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the college

## Reporting Absence

Attendance is checked on a daily basis. If a student is absent without a given reason the college (Attendance Coordinator) calls the parents/carers using Truancy call. Parents can inform the college of absence in 4 ways;

1. Send a note in the student planner
2. Call the College **01364 652230**, select the option to report an absence and leave a message
3. Call the College **01364 652230**, and speak to the Attendance Coordinator directly
4. Email Sherrall Baker at [sbaker@southdartmoor.devon.sch.uk](mailto:sbaker@southdartmoor.devon.sch.uk)

## Where there are concerns

If a student's absence falls below 95% the college will be seeking ways to support an improvement. The Attendance Coordinator meets Performance Leaders weekly to discuss attendance issues and any requests for absence.

- **Stage 1 PERSONAL TUTORIAL**

The tutor discusses reasons for absence with the student and suggests strategies for improvement.

- **Stage 2 Attendance Coordinator involvement**

Parents will be informed by letter. A response is requested from home.

- **Stage 3 Parental interview**

Parents are invited to meet the Performance Leader to discuss the problem and see if the college can support an improvement in attendance. The College will request medical evidence.

- **Stage 4 Educational Welfare Officer (EWO)**

The EWO makes contact by official letter or telephone and an appointment is made to meet the student with the parent and Performance Leader/Attendance Coordinator in college

- **Stage 5 Legal Sanctions** -The EWO exercises the LEA's obligation to enforce legal sanctions.

# Supporting Good Attendance

## ON GOING PROCESSES

**Universal > 97%**

Weekly Attendance Data provided to PL's and tutors for all students

**Attendance coordinator** monitors attendance and discusses concerns with PL's and EWO below

**Stage 1 – Tutor - 97%-95%**

**Attendance coordinator** sends out a call each day for absent students using Truancy call

**Stage 2 – Attendance Coordinator/Tutor/PL's - 95% - 91% -**

**Letter sent - below 95%**

**EWO involvement if required**

### Tutors

- Keep Accurate Morning register
- Follow up Absence promptly
- Mark Absences off weekly on Absence Reports
- Inform PL's of any attendance worries
- Pass on notes asap

**Stage 3 – Attendance Coordinator/PL's/EWO – below 90% - Medical evidence letter sent**

**Stage 4 – Education Welfare Officer and PL's <90% with no sustained improvement or 10 unauthorised sessions.**

### All teachers

Take register accurately at the start of each lesson

## INTERVENTION

### PRAISE STUDENTS

Letters/celebration lunch/ assemblies/Postcards

Data trawl to identify students falling below 97%

November/Feb/June

PL's and Attendance Coordinator identify students < 95% in need of support, letters sent home for identified students.

**Tutors interview** students on the 'watch list' – targets set during tutorial attendance weeks

Attendance Coordinator monitors attendance of 'watch list' students

PL's interview students and parents of those continuing to show no improvement. Parental contact – below 90%

EWO support requested below 90% or showing an unexplained and worrying drop in attendance. **PL caseload created**

EWO Fast track/Legal meeting for those falling below 90% and failing to respond

**97%**



**95%**

**95 - 91%**

**90%**