

# Attendance BULLETIN

January 2023 - 1

## Tutor Group Attendance Winners of the Month



**EJN**  
96.36%



**KDM**  
94.25%



**GAM**  
93.70%

## Upcoming Parent Support Sessions

Date to be confirmed

### Attendance and Support Coffee Morning

Come and grab a coffee and meet the new Designated Safeguarding Lead as well as other external agencies. The focus will be on keeping safe online.

## How to access support pathways in college

Heads of Year are the first contact for most parents requiring support and guidance. They can be contacted via email or by phoning the college directly. The support toolkit can also be accessed by following this link:

[Support Toolkit](#)

## PUNCTUALITY – arriving at college

Students to be in their tutor room by: 8:40am  
 Register taken by: 8:40am  
 Late 'L' mark if student arrives after: 8:40am  
 Registration closes at: 9:00am  
 Late 'U' mark if students arrive after: 9:05am

## Attendance message

Please could all parents/carers ensure they have informed the school of an absence **by 8.30am on every day of absence.**

## Attendance Escalation

| Stage of concern  | Intervention   |
|---|--|
| <b>Early intervention</b><br>(8 sessions of absence)  | A supportive meeting between the student and the Head of Year/Pastoral Team will take place. Barriers to attendance will be discussed and support identified.  |
| <b>Stage 1:</b><br><b>Letter 1</b> (12 sessions of absence)   | Letter 1 will inform parents/carers of the attendance concern and communicate the student's overall attendance.  |
| <b>From this point onwards absences will be unauthorised without further documentation to demonstrate the absence was completely unavoidable.</b> |  |
| <b>Stage 2:</b><br><b>Letter 2</b> (no sustained improvement to attendance)   | Attendance contract meeting to be held with student.   |
| <b>Stage 3:</b><br><b>Letter 3/Supportive Meeting</b> (further unauthorised absences accrued)   | Letter 3 will include an invitation to meet with the Head of Year to identify support for the immediate improvement in attendance. Student now referred to Education Welfare Service. Attendance proforma to be completed with parent/carer and student. |
| <b>Stage 4:</b><br><b>Case review with the Education Welfare Officer</b> (10 or more unauthorised absences)                                       | You will be contacted directly by the Education Welfare Service and asked to attend a meeting with the Education Welfare Officer and the college.  |

## How to report an absence:

Parents can inform the school of absence in three ways:

1. Call the main school number on 01354 652230, select the option to report an absence and leave a message giving the date of absence and clear reason for absence.
  2. Via email at [attendance@southdartmoor.devon.sch.uk](mailto:attendance@southdartmoor.devon.sch.uk)
  3. Call the school on 01364 652230 and speak to the Attendance Officer directly.
- Parents are responsible for informing the school of the reason for an absence **on a daily basis**, for each day of absence, **by 8.30am**. This forms part of our safeguarding procedures for missing students.