

# Woolton High School Attendance Procedures Policy 2021-2022

## **Introduction**

This policy has been developed through consultation between Woolton High School and Liverpool LA Pupil Attendance and Education Welfare Service.

Woolton High School has a strong ethos towards individual learning and educational attainment, which can only be achieved through attendance at school.

All pupils should have access to all elements of school life and it is a school priority to ensure that once on roll, each pupil must attend regularly in order to receive their entitlement.

## **Pre-admission**

Pre-admission meetings are held at school to capture as much historic information about each pupil as possible, including their attendance figures from their previous school. If a pupil was PA in their previous school, an attendance contract can be used and warnings are given about the school's use of prosecution.

## **Attendance Monitoring**

Attendance of all pupils in school will be monitored on a daily basis. Registers will be taken by allocated members of staff on arrival and pupils will be expected to attend their first lesson after breakfast club.

Afternoon registration will be completed by the school office, given that no pupils ordinarily leave site without permission at lunchtime. (Please see 'Policy in the event of a pupil absconding' in relation to any pupil leaving the school site without permission).

Attendance scrutiny will be reinforced by weekly attendance monitoring by the school office who report directly to the Senior Management Team at school. Further monitoring will be carried out by the Attendance / Safeguarding Monitoring Group on a half termly basis, who will report to the Governing Body.

*(Attendance Monitoring/Safeguarding Group consists of Head teacher, PAEWO, Attendance Officer, Head of Pastoral Care/Safeguarding Lead and a representative from AEP/EHAT Team).*

## **Attendance action Plan** (Steps taken by WHS to address and improve pupil attendance issues)

- 1 All parents informed about acceptable levels of attendance by letter. Any pupils falling below acceptable levels will receive a separate letter with the pupil's individual attendance at that time.
- 2 **Pre-Admission meetings** - For any pupil that has been identified as having poor attendance at their previous school PAEWO may be invited.
- 3 **Attendance Monitoring** - for every pupil on a daily basis, including first day phone calls home recorded on database for Attendance Officer to monitor.
- 4 **Weekly Monitoring** – by admin support, Office Manager and Head Teacher to identify poor attendance and identify follow up actions.
- 5 **Referral to PAEWO** – followed up with phone contact/complete home visit.
- 6 **Regular phone / email contact with PAEWO**
- 7 **Weekly Meeting** – Attendance Officer and PAEWO meet to discuss actions and new referrals.
- 8 **Attendance meetings at school** – with PAEWO / HT for pupils who are still persistently absent / falling below persistent absenteeism threshold (agreed as 90% for WHS)
- 9 **School Attendance linked to all Pupils on orders / interventions with YOS** – This can lead to breach of order for not maintaining the education requirement of YOS orders.
- 10 **Court Proceedings** – for parents of any pupils that continue to demonstrate poor attendance.
- 11 **Emergency Review of EHC plan** – for continual chronic attendance issues with the recommendation to remove pupil from roll. Emergency Annual Review held. SEN present case to Education Placements Panel (EPP). Pupils remain on roll whilst awaiting placement change. WHS will attempt to arrange tuition sessions at home or in another setting whilst pupil still on roll.
- 12 **Levels of Monitoring School Attendance** – Fixed agenda item for all staff, SMT, Governors and Team Around the School meetings.
- 13 **Named Governor** with responsibility for monitoring Attendance.
- 14 **Attendance rewards for pupils** – Weekly recognition of improvement in attendance through weekly Attendance raffle which is visibly displayed on main corridor. Representing school for sports linked to attendance. Half termly Reward trips linked to attendance. Phone calls / text messages home to parents for good attendance. Termly / Annual prizes for good / improved attendance.
- 15 **Attendance targeted through weekly class based Praise Meetings at school.** Attendance ladder (*refer to Pupil Attendance Ladder, appendix 2*) displayed in meeting room to raise pupil awareness of attendance targets and any progress they are making. Form tutors to encourage pupils to work towards achieving/exceeding targets set and encouragement for competition between houses. Form tutors to liaise with School Office / Attendance Officer to obtain weekly attendance figures to celebrate in weekly Praise Meeting.

- 16 **Attendance will be monitored on a half termly basis by the Attendance and Safeguarding Monitoring Group:** This group will look at the overall attendance levels of individuals, Year groups and identified Vulnerable Groups. Group includes HT, Named Governor for Attendance, PAEWO, Safeguarding Lead and Attendance Officer. Identified vulnerable groups for discussion are LAC, SP, CIN, EHAT and AEP.
- 17 **SEN Placement Panel** pupils will also be monitored following placement breakdown. Weekly welfare checks will continue and work sent home for these pupils until their next destination is identified. This will feed into Attendance and Safeguarding Monitoring Group.
- 18 **CME pupils will continue to be reported through the LA.** Changes in guidance from September 2016 has been acknowledged however this practice was already in place due to LA involvement with EHC plans for all pupils. WHS works closely with other agencies such as PAEWO, Targeted Services, CAMHS, School Health and Social Care. Attendance and welfare is closely monitored and links with other agencies are strong.

**Pupils absconding from school** – see “policy in the event of pupils absconding”

Inclusion in all elements of school life is considered by the SMT at school to be the preferred route to meeting the holistic needs of all pupils. With this in mind, it is felt that this Attendance policy is the most appropriate way to address the individual attendance of each pupil in school. Woolton High operate a number of incentives to promote the individual levels of attendance of each pupil. Representation for schools’ sports teams and trips out are influenced by each pupil’s attendance figures. Lists are displayed of the best attenders each week and pupils can earn incentives for demonstrating progress in their individual attendance figure, regardless of their overall level.

In response to the changes to the measurement for school attendance from September 2015, the following points have been raised:

- PA pupils are Safeguarding and Welfare concerns and therefore, for pupil's whose parents cannot be contacted a welfare visit will be requested from PAEWO or Community Police.
- A meeting has been held with Education and Welfare Services to look into codes for pupils who are on AEP and reduced timetables as there have been conflicting opinions in relation to arrangements for these pupils. Pupils will be recorded as B for placement days and C for other days.
- Referring to EWO promptly and requesting medical evidence due to reduction of PA expectations.
- Informing and engaging parents through group activities, website information. Educating parents around when it is acceptable to keep pupils off school.

**Safeguarding and Attendance joint ideas for action plan:**

- Home visits - staff safety. If no contact is made with parents of absent pupil referral to EWO for visit following day. Joint visit if necessary. 1-1 TA if available.
- Parent sessions - offer training SG, school nurse information section for parents covering a range or relevant issues.

As can be seen from the information given above it is extremely important to recognise that in order for pupil learning and progress to continue, there must be a determined commitment by Woolton High School, Liverpool SEN Department, Liverpool LA Pupil Attendance and Education Welfare Service and the parents / carers of pupils to work in partnership to maintain an acceptable level of attendance of every pupil on roll at school.

# Roles and Responsibilities

## Governors

- Model effective attendance at board meetings and in relation to link-governor work
- Monitor attendance data to ensure that school leaders are promoting an attendance culture and maintaining robust practices regarding pupil attendance
- Review and analyse the Attendance report to governors
- Nominate a link governor for attendance, who will commit to attending school to support the quality assurance of school's practice around attendance procedures

## All staff

- Discuss with students the link between attendance and achievement
- Support students who have gaps in their learning due to attendance issues
- Provide a positive welcome to any student who has returned to school following any absence
- Support students who arrive late and follow up punctuality at the end of the lesson
- Be vigilant to bullying or students who appear to be socially isolated
- Have seating plans in place that promote positive relationships between peers
- Be on the corridor at changeover of lessons to promote positive behaviour
- Dismiss students in a controlled way as they leave the classroom

## Form teachers:

- Notify office staff if you are aware of any pupil absence
- Follow up any absent marks as students return to school to determine reasons for absence
- Continue to follow up any unexplained absence insisting notes are brought in
- At the beginning of each week display and share the form's attendance last week and the form's overall attendance since the start of the year (covered quickly in Form time).
- Ensure all students are aware that the minimum overall attendance should be 95%
- Ensure every student is aware of their overall attendance and their attendance target.
- Recognise any student whose attendance last week was 100%
- Recognise any student whose attendance last week was at least 95%
- Display the names of any students who achieved 100% last week and at least 95% last week
- Recognise any student whose attendance has improved last week
- Display the names of any students whose attendance has improved overall
- Refer to the Office Manager any student who continues not to provide a reason / note to explain their absence
- Form teachers will mentor and support on early intervention for and any child who has attendance between 90-100%
- Form teachers will identify any children between 90-100% and whose attendance is deteriorating or failing to move to the minimum target 95%. They should pass the names weekly to the office who will make/arrange for phone calls to be made.

## Head of Pastoral Care

- Support / mentor a cohort of students identified by the Attendance Officer
- Meet weekly with the Attendance Intervention Officer to discuss and record any concerning students. These meetings should be documented by the Attendance Intervention Officer
- Make visits with the EWO as required
- Support the Form Tutors to administer weekly attendance draw as required
- Liaise with any external agencies re attendance initiatives

## Office Manager

- Follow up any unauthorised absence / no shows
- Make first date phone calls regarding absence
- Ensure certificates are given out each half term to anyone who has improved their attendance or met the attendance target
- To work with the Headteacher daily to discuss and escalate any students causing concern. These meetings should be documented by the Attendance Intervention Officer
- Provide data and prizes to SLT to enable weekly prize draw to take place
- Send letters home each half term to all students' parents informing them of their child's overall attendance and attendance over the last half term
- Ensure letters are sent home to inform parents that attendance has fallen below 95%, below 90%
- Keep records daily/weekly regarding the attendance of students at Alternative Education and report any concerns immediately to the Attendance Officer / Head teacher
- Identify and correct any mistakes in registers
- Provide data and prizes to SLT to enable half termly prize draw to take place
- Send texts to parents every week for all pupils with 100%
- Provide a report each week on Friday afternoon that identifies:
  1. previous week's attendance for the whole school
  2. the overall attendance at the end of each week for the whole school since the start of the year
  3. previous week's attendance for each year group
  4. the overall attendance at the end of the week for each year group since the start of the year
  5. previous week's attendance for each form group
  6. the overall attendance at the end of each week for each form group since the start of the year
- Provide a print off each Friday to each form teacher:
  1. The attendance last week for each student in their form
  2. The overall attendance at the end of the week for their since the start of the year
- To ensure with the support of the Attendance Officer there is a high quality Attendance Notice Board for each year group with names of top three pupils with 95% plus / improved attendance

## **Attendance Officer /SFSW**

- Share the PA cohort between the EWO and the Attendance Officer, agreeing this strategy with the School's Family Support worker and the Head of Pastoral Care
- Identify a cohort of at risk students for teachers, Head of Pastoral Care and SLT to mentor
- Design with the Office an Attendance Poster for all form rooms
- Draw together a whole school attendance analysis/report for the Leadership Team and governors as required, summarising and recording any impact of attendance strategies
- Keep a one page weekly paper based overview of all phone calls made and visits made (these should also be entered on SIMs)
- Organise with the EWO / HOPC / HT any required Attendance Panel meetings for each pupil meeting Attendance Monitoring trigger points
- Meet with the EWO each week and receive a log of all actions and visits made by the EWO
- Measure the impact of attendance of each separate cohort by each EWO and the Attendance Intervention Officer
- Oversee the strategy with the Family Engagement Manager to ensure penalty notices are sent out, referrals are made to the EWO and cases are identified for court by the LA (the strategy and summary should be summarised for the Leadership Team)
- Analyse attendance data, identifying patterns and trends in respect of attendance codes and different groups of students e.g. FSM, CLA, SEN, gender and other groups
- Identify any barriers to improving attendance both for children and within the attendance system
- Ensure a presence at parents' evening / afternoon to discuss attendance issues with all families as they arrive
- Maintain the Attendance PA Summary, Percentage Attendance and Attendance Summaries documents to closely monitor all elements of pupil attendance
- Meet with Head teacher / HOPC to discuss progress weekly
- Chair the attendance panel meetings
- Draw up case studies to share with Ofsted as required
- Coordinate and lead Attendance and Safeguarding Monitoring group meetings to include Attendance Officer, HOPC, HT, EWO and Attendance Governor
- Summarise and feedback to the Designated Safeguarding Lead the monitoring of attendance of AEP and attendance of children with safeguarding concerns and welfare visits to chronic attendees
- Monitor the impact of all attendance strategies and the attendance action plan
- Attend Team Around the School meetings to provide attendance updates
- Ensure with Office Manager / HT that Fixed Penalties are served, the outcomes recorded and court work is progressed
- Maintain the attendance policy though annual update and preparation for ratification by governors

## **SLT**

- Ensure that Form Tutors maintains contact with Office Manager to keep an open dialogue about any pupils with poor attendance to ensure that challenge happens at all levels.
- Ensure that Attendance of each Form is discussed each Monday, with reference to the weekly Attendance poster being produced from the Office.
- Ensure that attendance competition between classes takes place every week in the praise meeting.
- Ensure that any pupils with 100% Attendance each week is entered in the Attendance raffle which is awarded for the weekly Class Praise meeting for being in school every day

## **Head teacher**

- Liaise with any external agencies re attendance initiatives
- Monitor the roles of the Officer Manager and Attendance Officer
- Report to Governors and HMI the impact of attendance strategies
- Monitor the roles of all and the effectiveness of Attendance review
- Monitor the impact of all attendance strategies and the attendance action plan
- Scrutinise Attendance data and keep governors informed about progress or otherwise, highlighting steps taken to address any whole school issues affecting the overall school attendance
- Work with the LA to address ongoing issues affecting the overall school attendance and escalate concerns to CEO/DCS where required

## **Non-Attendance Escalation Process** (*refer to attendance ladder of action and support below*)

In the case of pupil absence, the following stages will come into play:

### **Stage 1**

For any pupil who is absent, checks will be made initially with the taxi company to determine if pick up occurred. If not, phone contact will be made to parents to check on the pupil's whereabouts. In the case of illness, an authorised absence will be recorded for that pupil.

Should there be no satisfactory explanation for the absence, parents / carers must support the school in ensuring that their child is brought to school. For any two consecutive absences (or patterns of erratic attendance) whereby parents/carers cannot be contacted the school Attendance Officer will be notified. If there is no contact all day and the pupil is absent the following day, PAEWO will carry out a welfare visit and inform school of the whereabouts of the pupil.

For referrals that are not related to welfare or safeguarding, the Attendance Officer will initially send out a school letter to inform parents of school attendance expectations and if no improvement is made the following week attempts will be made to make telephone contact with parents/carers to identify reasons for any absences before a referral to PAEWO is made. The Attendance Officer may also meet with pupils to discuss attendance if possible. School will have made telephone calls and sent a letter prior to referring pupil for Stage 1 action. Social workers/support workers and YOS will also be informed for pupils who have allocated workers.

### **Stage 2**

If family support is not forthcoming or the pupil is refusing to attend school, the matter will be immediately referred to Pupil Attendance Education Welfare Service. This will involve a letter to parents / carers and a home visit from the Pupil Attendance Education Welfare Officer for discussion about the circumstances of absence and the resulting action(s) to follow. Pupils who present with persistent medical reasons for absences will be referred to the School Nurse for appropriate action. These pupils may be placed on a first response GP note for any further absences.

### **Stage 3**

Pupil and Parents may be invited to attend school to meet with the Head and PAEWO and possibly sign a Parenting Contract to address attendance.

### **Stage 4**

If there is still no improvement in attendance at school, parents may be issued with a fixed penalty notice for failing to ensure that their child has attended school.

**Stage 5**

Following further attendance issues, parents may be prosecuted by the courts (up to a maximum of £2,000) and can incur a parenting order for failing to ensure that their child has attended school.

**Stage 6**

For continued pupil non-attendance after Stage 5, parents could face re-prosecution, which could lead to imprisonment.

**Stage 7**

Alongside court proceedings, school can also call an Emergency Review meeting to determine whether an individual pupil's needs are being met by the school. Alternately, a decision could be made that a pupil's EHCP be amended and the pupil may be removed from the roll of the school due to extreme poor attendance and lack of engagement.

Policy reviewed on 16<sup>th</sup> September 2021

This policy will be reviewed in September 2022

ATTENDANCE LADDER OF ACTION & SUPPORT -please refer to pupil monitoring document for individual actions

95 – 100 %  
Attendance

Attendance Policy available on school website  
Whole school awareness celebrated during weekly praise meetings.  
Attendance targets for all pupils through form tutors  
Letters to be sent out to parents termly to highlight attendance

90 – 95 %  
Attendance

Attendance Officer notifies mentors in school to discuss with pupils.  
> 2 consecutive absences with no home contact will result in immediate PAEWO visit due to welfare concerns which may lead to Safeguarding actions.  
Admin telephone call home first day response. Reasons for absence recorded and reported to Attendance group for information/action and to Headteacher for weekly analysis.  
Attendance officer may meet with pupil/form teacher and telephone call to parents to identify reason for dip in attendance. Attendance discussed during AR and any progress meetings with form/class teachers

85 – 90 %  
Attendance

Attendance meeting PAEWO/Headteacher  
Possible referral to SFSW/other agencies  
Students and parents attend meeting and agree targets.  
Pupil may be on a first response GP note for any absence.  
  
Failure to respond to meetings leads to referral for discussion at TAS/Annual Review/ EPP.  
FPN/court proceedings considered  
Referral to Local Authority for FPN/ other legal proceedings.

<85 %  
Attendance

Whole school  
PA Agenda

PAEWO Referral

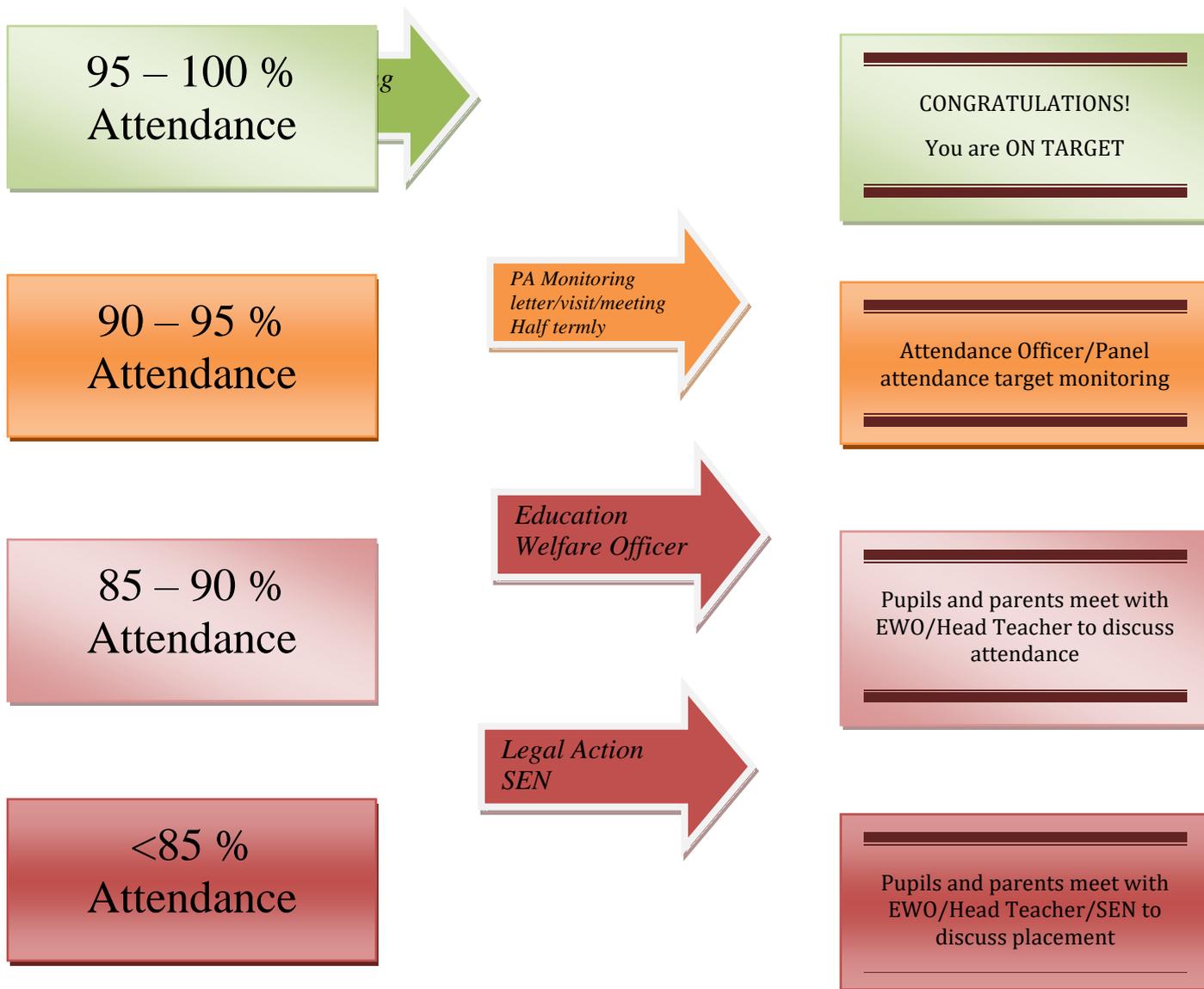
Autumn 1	7 missed sessions/3.5 days
Autumn 2	14 missed sessions/ 7 days
Spring 1	20 missed sessions/10 days
Spring 2	25 missed sessions/12.5 days
Summer	31 missed sessions/15.5 days

Half termly monitoring PAEWO  
telephone call/letter/visit. Outcome reported back to school.

Failure to respond to PAEWO leads to meeting in school and FPN considered.  
Persistent Medical reason referred to School Nurse for appropriate action.

FPN issued for any unauthorised holiday 5 days or more

PUPIL ATTENDANCE LADDER



# ATTENDANCE MATTERS!

Very Good	Worrying	Causing Serious Concern
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## The Effects of Absence on School Progress

**A school year is only 190 days.**

No absence	10 days missed	12 days missed	19 days missed	29 days missed	38 days missed
190 days of Education	180 days of Education	178 days of Education	171 days of Education	161 days of Education	152 days of Education
100%	97%	96%	90%	89%	80%
<b>Very Good</b> Best chance of success. Gets you off to a flying start.		<b>Worrying</b> Less chance of success. Makes it harder for you to make progress		<b>Serious Concern</b> You will find it very difficult to make progress.	

