

**INCLUDED ATTENDANCE MODEL**

<p><b>95 – 100% Attendance</b>                  Congratulations your child’s attendance is excellent. If you are in this band you will be eligible for a range of rewards from trips and prizes.</p>	<p>IncludEd::                  ~ Will congratulate students for being in this band. Students will automatically have their names displayed on the attendance board.</p>
<p><b>93 – 95% Attendance</b>                  Your child’s attendance is slipping. They may have been ill. This is understandable. Your child must try to catch up on the work they have missed and work hard to improve their attendance over the coming weeks. You can improve their attendance by making sure that they visit their doctor or dentist out of school hours or by getting their morning or afternoon registration mark and by producing an appointment card/letter.</p>	<p>The Mentors::                  ~ Will discuss with the student their attendance. Ensure the student is aware that their absence has been noted and that it is good to see that the student is back.                  ~ The mentor’s will speak to the student on improving attendance.                  ~ Students who improve their attendance will be given certificates.</p>
<p><b>89 – 92% Attendance</b>                  Your child’s attendance has fallen below the national average for students in secondary schools in England. We will begin to discuss with you how to improve your child’s attendance and will pass on attendance concerns to referring schools. Your child has a responsibility to discuss everything that is affecting their attendance with the staff team.</p>	<p>The Teaching Staff:                  ~ Will inform a student that they have responsibility for them.                  ~ Will contact home to discuss attendance with parents and ensure that the parent firmly understands the connection between attendance and attainment. Record the discussion in their personal file.                  ~ Will set a target and award a certificate to those students who improve attendance.</p>
<p><b>85 – 88% Attendance</b>                  Your child’s attendance has fallen below the national average for students in secondary schools in England and has become a serious concern. You will now formally be asked to attend a meeting in order to improve your child’s attendance. Your child has a responsibility to discuss everything that is affecting their attendance.</p>	<p>The Head:                  ~ Will contact parents and arrange a meeting.                  ~ Will set an attendance target and discuss any support required.                  ~ Will congratulate students who have had improvements and give them a certificate for improved attendance.</p>
<p><b>80 – 84% Attendance</b>                  Your child’s attendance is unacceptable. You will be passed on to the Attendance Officer. Unless there are genuine reasons that are preventing your child from attending you may be prosecuted and the referring school’s Attendance Officer will initiate a process that could lead to prosecution. A new parenting contract may be established or you may be taken to court and prosecuted for your child’s non-attendance.</p>	<p>The Attendance Officer from the referring school:                  ~ Will conduct a home visit and discuss with the parent and student the concern.                  ~ Enable the parent and student to discuss the issues that affected attendance.                  ~ Enable a support package for the parent and or student. This may involve contacting outside agencies.                  ~ Enable the referring school to collate evidence for prosecution.                  ~ The outcome of the meeting will be recorded and placed in the student</p>
<p><b>0% – 79% Attendance</b>                  Your child’s attendance is totally unacceptable. They will not realise their potential, will gain fewer qualifications and will be less likely to gain entry to further education, training or employment. Unless there are genuine reasons that are preventing your child from attending you will be prosecuted.</p>	<p>The Attendance Officer will:                  ~ Monitor attendance and ensure safeguarding.                  ~ Work closely with the referring school’s Traveller &amp; LAC Coordinator, SENCO and EAL Coordinator as well as with outside agencies such as Connexions to develop personalised intervention packages for identified groups of students.                  ~ Work with the referring school to initiate Fast Track Procedures &amp; begin building case for prosecution.                  ~ Keep a record of all correspondence.</p>

## ATTENDANCE POLICY

- IncludEd will seek to ensure that all its students receive an education which maximises opportunities for each student to reach their potential.
- IncludEd will strive to provide a welcoming, caring environment, whereby each student feels safe and valued.
- IncludEd will ensure that educational provision is stimulating, challenging and personalised to the individual.

All staff will work with students and their families to ensure each student attends school regularly and punctually.

IncludEd will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

### Aims

- To improve the overall percentage of attendance of students.
- To make attendance and punctuality a priority for all those associated, including students, parents, and staff.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and students.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home, the referrer and IncludEd.
- To implement a system of rewards and sanctions.
- To provide referrers with clear and accurate daily/weekly attendance monitoring records.
- To contact referrers, parent/carers and other agencies involved if a student becomes disengaged with their learning.
- To promote effective partnerships with referrers, Attendance Service and other external agencies.
- To recognise the needs of the individual student when planning reintegration following significant period of absence.

## Policies and Procedures

### Objectives

- To establish contact with parents/carers for first day of absence.
- To promote the whole school attendance of 93% through:
  - Whole school display.
  - Rewards.
  - Reporting to parents.
  - Reporting to Referrers.
- To ensure all staff are responsible for and involved in promoting and monitoring school attendance.
- To ensure all students review their own attendance every half-term or when necessary.
- To implement a robust and sustainable system of rewards and sanctions.
- To inform referrers of any students who we may have concerns about or who have become disengaged with their learning and to set up multi agency meetings to address the concerns.
- To implement more frequent communication with parents.
- To develop and implement robust systems/structures/responsibilities in the gathering and use of data to rapidly identify and deal with any attendance issues.
- To redefine the roles/responsibilities of all staff in the promotion of good attendance.
- To promote an effective partnership with the attendance service and other external agencies.
- To promote effective partnerships with parents on attendance at transition events, parents'/carers' evenings, through partnership news and other publicity.
- To develop student voice activities to explore issues around attendance and to develop good practice/new strategies.
- To host parenting courses at the school.
- To participate in local/national initiatives and use any attached funding to support strategies to improve attendance.
- To share good practice across other schools.

Please see **Manchester Secondary PRU School Attendance Policy** for a more detailed guidance.

<http://www.mspru.manchester.sch.uk/wp-content/uploads/2016/12/attendance-policy.pdf>