

ATTENDANCE PLAN 2019-2020

ACTIONS	WHEN	WHO
<p>Lesson attendance on go 4 schools a lot easier to then record achievements and behaviours as the register is open.</p>	<p>Wednesday 4 September</p>	<p>Set up by Janet – all staff</p>
<p>Letter 2 sent on for any previous PA students straight away. List brought to 20 September meeting.</p>	<p>Friday 13 September</p>	<p>Attendance officers</p>
<p>Trust attendance meeting 11-15.00 at Beccles attendance officers to bring their PA lists.</p>	<p>Meeting 20 September Then termly</p>	<p>Attendance officers, SPO, TQ, SBE</p>
<p>Using FPN's more effectively FPN – judge each case on its own merits FPN early on to ensure that child is attending regularly.</p>	<p>Review some cases on 20 September, then ongoing. Unauthorised absences can span across the whole academic year if appropriate to be liable for an FPN. You have 15 school days from the last date of unauthorised absence to refer for an FPN.</p>	<p>Attendance officers, SMA,SPO, SBE</p>
<p>Tutor group attendance level 1 data/discussion logs. Data circulated weekly by attendance officer/attendance admin, tutors to talk with any students whose attendance has dropped in fortnightly review period and fill in tutor discussion logs.</p>	<p>Weekly with attendance data.</p>	<p>Tutors, Attendance officers collect in.</p>
<p>More consistency with letters . Letter one: triggered at under 95% attendance Medical evidence letter: triggered at 93% and under attendance</p>	<p>Weekly data will highlight students that require these letters.</p>	<p>Attendance Officers</p>
<p>In-school attendance improvement programme: increasing number of unauthorised absences, heading to PA and received medical evidence letter. School offers parents opportunity to discuss with the pastoral officer and attendance officer and agree targets for improvement over a two week period.</p>	<p>Fortnightly data will highlight students that require this meeting.</p>	<p>Tutor, Attendance officer, Pastoral officers.</p>

EWO meetings	Set dates every 4 weeks (responding to referrals only)	Attendance officers, TQ
Funding bid for attendance Will need to know from each school what is required in terms of funding from the first half term.	Friday 18 October Review termly What are the current issues is each school? What do the PA students need that could be provided with funding? (Eg Clinks Care Farm, PLOT, enrichment in improving mental health)	SPO (SMA,SBE to feed in information)
ESO's – Education supervision order – investigate whether we think it is necessary.	During EWO meetings 1 Year mentoring programme agreed with EWO to support student attending school and overcoming perceived barriers.	Attendance officers, TQ, SPO,SMA,SBE
Part time timetables only in exceptional circumstances – EWO involvement needed- taken to the attendance meeting for Tony to agree it/ sign it once case explained.	During EWO meetings – and only agreed with Assistant Head, Attendance officer and EWO.	Attendance officers, TQ, SPO,SMA,SBE
LAB attendance meeting: School offers parents opportunity to discuss with a LAB member and agree targets for improvement over a two week period.	A Lab member meets with the parent, student, attendance officer and a member of the pastoral team to intervene and improve attendance.	Attendance officers, SMA,SPO,SBE or pastoral officers
Authority to Prosecute: Fast Track/ESO failed to improve attendance	Review half termly where are we: Occurs when: Family not engaging with school or local authority. Paperwork prepared for court prosecution.	Attendance officers, TQ, SPO, SMA, SBE

Staged approach as in the attendance escalation document.