

# Attendance





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# **Transforming Attendance at Parrs Wood**

## **Form Tutors**

- Will congratulate students for having attendance within this band.
- Will ensure students collect termly certificates printed by the admin team and issued in assemblies by Heads of Learning.

## **Form Tutors**

- Will discuss attendance with students ensuring that they are welcomed back and are aware that the absence has been noted.
- Will set an attendance target.
- Will contact the family to discuss absence from the school.

## Head of Learning

• Will ensure Attendance Concern Letter 1 is sent by the admin team where attendance remains a concern.

## Head of Learning

- Will ensure Attendance Concern Letter 2 is sent advising families that medical evidence is needed in order to authorise future absences.
- Will work with families and ensure an understanding of the link between attendance, progress and attainment.
- Will set an attendance target.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns with you. **Director of Learning**
- Will complete a referral for Early Help support with a family's consent.
- Will work with the Attendance Team to offer a parenting contract.
- Will complete a referral for legal action as appropriate.

## **Director of Learning**

- Will ensure Attendance Concern Letter 3 is sent advising the family of Persistent Absentee status.
- Will complete a referral for legal action as appropriate.

## Attendance Team, Manchester Local Authority and Other Agencies such as Manchester Children's Services

- Will continue to discuss the impact that absence is having on academic progress.
- Will set an attendance target.
- Will monitor attendance and safeguarding.
- Will work closely with other agencies to offer support and a personalised intervention package.
- Will balance support and challenge.

## Student Services Attendance Team, Manchester Local Authority and Other Agencies such as Manchester Children's Services

- Will intensify the support and challenge already started by school.
- Will support a student back into school and ensure measures are in place to build confidence and bridge gaps.
- Will consider placing a student into alternative forms of educational provision to overcome the barriers to being in school.
- family, to bring about an improvement in attendance.

## **Good attendance** means...

Being in school at least 98% of the time



# 100 - 98% Attendance

Congratulations. Your child's attendance is excellent. Students in this band are eligible for a range of rewards.

Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. An ESO would identify a supervising officer to advise, help and direct students and families to improve access to education.

**365 days** 

in a

calendar

year

175 days

notin

school!

• Will ensure Attendance Concern Letter 4 is sent advising a family of the serious concern about attendance and that legal action may follow.

• Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns and create a plan for improvement.

• Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. An ESO would identify a supervising officer to advise, help and direct students and families to improve access to education.

• Will build on the existing Early Help offer to include a single assessment plan and a lead practitioner from the team or service best placed to support a

Your child's attendance is a cause for concern and is significantly below Parrs Wood expected percentage. Lost learning will make progress difficult and there is a significant risk of under achievement. Your child must speak to teachers to catch up with work and you must now meet with your child's Head of Learning to discuss everything that is affecting your child's attendance. You may be asked to come to an attendance panel and enter into a parent contract to improve attendance.

> attendance is a serious cause for concern and there is a severe risk of under achievement. child is classed as a persistent absentee and ent measures need to be taken to ensure that there is an improvement or your child will not reach his or her potential, will gain fewer gualifications and will be less likely to gain entry to further education, training or employment. Unless there are genuine reasons preventing your chil from attending school, lega

> > iction will I

taken.



98% Attendance 4 Days lost

> **Best Chances of success** "Well Done!"



# 97 - 95% Attendance

Your child's attendance is below Parrs Wood expected percentage. Your child may have been ill. This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of school hours. A student in this band will probably continue to make progress but will need to work hard to maintain this.

# 94 - 91% Attendance

# Below 91%

# Below 51%

Your child's attendance is so low that they are classified as severely absent.

School will work with Manchester Local Authority and other local partners to intens the support and challenge offered. If you do not work with Parrs Wood to improve attendance there may be further









'ery poor attendance - serious impact on education and reduces life chances. "We're seriously concerned"

Poor attendance - less chance of success "We're worried"