

# Attendance



### **Community** • Creativity • Achievement





## **CARRS WOOD** Transforming Attendance at Parrs Wood

#### Form Tutors

- Will congratulate students for having attendance within this band.
- Will ensure that students are entered into a half-termly prize draw with rewards issued by Head of Learning.
- Will send termly attendance postcards home.

#### 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 college.

#### 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 students and families that evidence is required in advance of any planned absence as set out in the Sixth Form's attendance policy.
- exam fees and potential next steps.
- Will set an attendance target and place student on an Attendance Report with Pastoral and Behavioural Lead.
- Will co-ordinate home-visits where there has been no communication from home.

#### Director of Learning

- Will refer to Learning Mentor for an attendance support meeting.
- Will offer to complete a referral for Early Help support with student.
- Will refer to Careers advisor for a guidance meeting.
- Where there is no improvement, the NEET Prevention Panel in the Manchester Local Authority will be informed.

#### **Director of Learning**

- Will ensure Attendance Concern Letter 3 is sent advising the family of persistent absentee status.

#### 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.

#### Senior Leadership Team in consultation with Headteacher

- Will outline that progression within the course is now at the discretion of Parrs Wood Sixth Form College.
- Will complete a referral for NEET prevention to Manchester Local Authority.

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

Being in college at least **98% of the time** 

## 100 - 98% Attendance

• Will work with families and ensure an understanding of the link between attendance, progress and attainment and share projected

• Will meet with student and family to review previous targets and progress and outline projected costs for examination entry.

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

• Will ensure Attendance Concern Letter 4 is sent advising parents that the college will not be paying for the student's exam entries.

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

> Your attendance is a serious cause for concern and there is a severe risk of under-achievement. You are classed as a persistent absentee and urgent measures need to be taken to ensure that there is an improvement or you will not reach your potential, will gain fewer qualification and will be less likely to gain entry to the higher education, training or employment of your choice. Unless there are genuine reasons preventir you from attending college, your place at college will be reviewed



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

## 97 - 95% Attendance

Your attendance is below Parrs Wood's expected percentage. You 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 college 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 attendance is so low that you are classed as severely absent.

Parrs Word Sixth Form College will work with you and your family to intensify the support and challenge offered. Unless there are genuine reasons preventing you from attending, your place at college may be at risk.







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

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