

## Attendance support procedures

Below is an outline of the support procedures used by Northampton School for Girls to address concerns regarding students attendance. **In some cases, due to sudden significant absence or unique circumstances, alternative arrangements may occur inline with school and local authority procedures.**

Procedure stage	Criteria	Action
<b>Range 1</b> (Radar)	At least <b>3</b> separate occasions of notable* absence and/or <b>5</b> days in total across the academic year.	<ul style="list-style-type: none"> <li><b>Tutor/PO</b> will speak to the student to highlight the importance of positive attendance and to explore/overcome any barriers to attendance. Noted in attendance monitoring sheet.</li> <li><b>Letter (1)</b> sent by the <b>Head of Academic Standards</b> to inform parents/carers of attendance concerns.</li> <li>If absence is due to wider medical need, parents/carers to inform the <b>Head of Academic Standards</b> directly. Please see notes below concerning “notable absences”</li> </ul>
<b>Range 2</b> (Concern)	At least <b>5</b> separate occasions of notable* absence and/or <b>7</b> days in total across the academic year.	<ul style="list-style-type: none"> <li><b>Letter (2)</b> sent by the <b>Head of Academic Standards</b> to inform parents/carers of attendance concerns and below actions.</li> <li><b>Head of Academic Standards</b> to host a <b>phone call (or meeting if preferred)</b> to discuss barriers to attendance. School, parent/carer and student to proactively engage with agreed actions shared with all parties/updated on internal record.</li> <li>Students provided an attendance report, <b>if appropriate</b>, to record their own attendance over a 4 week period. <b>Tutor</b> to sign in the morning and parents after school. Aim is 97% over a 4 week period.</li> </ul>
<b>Range 3</b> (Alert)	Failure to achieve 97% attendance during the agreed attendance report period ----- or ----- Continued poor absence during monitoring period ( <b>2</b> days of notable* absence) ----- or ----- Repeatedly reaching the “Concern” threshold.	<ul style="list-style-type: none"> <li><b>Letter (3)</b> sent by the <b>Head of Academic Standards</b> to inform parents/carers of attendance concerns and below actions.</li> <li>Meeting with the <b>Head of Academic Standards</b> to agree a parent/student attendance contract. Including barriers to attendance, actions and review date in <b>4</b> weeks time.</li> <li>Additional actions considered, such as external agencies or support. Parent/carer to proactively engage with these.</li> <li>Contract shared with parents/carers, including review dates.</li> <li>Students provided an attendance report, <b>if appropriate</b>, to record their own attendance over a 4 week period. <b>Tutor</b> to sign in the morning and parents after school. Aim is 97% over a 4 week period. This is to occur consecutively over a 8 week period with a review meeting between parents/carers, students and the Head of Academic Standards at 4 and 8 weeks (if required).</li> <li>If successful in a <b>sustained positive period of attendance for 4 weeks</b> then the monitoring period is suspended. <b>Continue monitoring of attendance moving forward and resume the process if the “Alert” threshold is met again.</b></li> </ul>
<b>Range 4</b> (Serious)	Continued <b>negative</b> attendance during the <b>monitoring period</b> in Stage Three	<ul style="list-style-type: none"> <li><b>Letter (4)</b> sent by the <b>Head of Academic Standards</b> to inform parents/carers of attendance concerns and below actions.</li> <li>Meeting with the <b>Head of Academic Standards</b> and <b>Assistant Headteacher</b> to review the parent/student attendance contract and reasoning for continued attendance issues or breach.</li> <li>“My ladder” process completed to explore further barriers to attendance (EBSA). Reviewed via bespoke timeline, seeking graduated success.</li> </ul>
<b>Range 5</b> (Critical)	Clear breach of <b>IAP</b>	<ul style="list-style-type: none"> <li>If the <b>My Ladder</b> is failed, a referral is made to the <b>School Attendance Support Team</b> at the local authority if approved by <b>Assistant Headteacher</b>. Send <b>Letter (5)</b> to confirm.</li> <li>School, parent/carer and student to <b>proactively address continued attendance concerns and barriers</b> with <b>SASO</b></li> </ul>

**\*Notable** absence refers to absence that is unexpected, such as illness, or unauthorised. If the absence is due to illness linked to a wider **diagnosed** medical or SEN need as part of an EHCP then this is considered not notable, however it is considered a barrier to attendance, therefore appropriate actions and intervention is required to lessen the impact this has on their attendance, including involvement of external agencies. The school reserves the right to request evidence of ongoing medical investigations and/or appointments.

**Unauthorised holidays** are considered within the calculation for notable absences. In addition they are reported to the local authority following amendments to the Education (Student Registration) (England) 2006 regulations, from 1 September 2013 the law gives no entitlement to parents to take their child on holiday during term time. Further information regarding Northampton specifically can be found [here](#)