

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 |
|--|--|--|
| Stage 1 (Expect) | At least 3 separate occasions of notable* absence and/or 5 days in total across the academic year. | <ul style="list-style-type: none"> • Tutor will speak to the student to highlight the importance of positive attendance and to explore/overcome any barriers to attendance. • Letter (1) sent by the Head of Academic Standards to inform parents/carers of attendance concerns. • If absence is due to wider medical need, parents/carers to inform the Head of Academic Standards directly. Please see notes below concerning "notable absences" |
| Stage 2 (Monitor, listen and understand) | At least 5 separate occasions of notable* absence and/or 7 days in total across the academic year. | <ul style="list-style-type: none"> • Letter (2) sent by the Head of Academic Standards to inform parents/carers of attendance concerns and below actions. • Head of Academic Standards to host a phone call (or meeting if preferred) to discuss barriers to attendance. School, parent/carer and student to proactively engage with agreed actions shared with all parties/updated on internal record. • Students provided an attendance report to record their own attendance over a 4 week period. Tutor to sign in the morning and parents after school. Aim is 97% over a 4 week period. |
| Stage 3 (Facilitate support) | Failure to achieve 97% attendance during the agreed attendance report period ----- or ----- Continued poor absence during monitoring period (2 days of notable* absence) | <ul style="list-style-type: none"> • Letter (3) sent by the Head of Academic Standards to inform parents/carers of attendance concerns and below actions. • Meeting with the Head of Academic Standards to agree a parent/student attendance contract. Including barriers to attendance, actions and review date in 4 weeks time. • Additional actions considered, such as external agencies or support. Parent/carer to proactively engage with these. • Contract shared with parents/carers, including review dates. • Students provided an attendance report to record their own attendance over a 4 week period. Tutor 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). • If successful in a sustained positive period of attendance for 4 weeks then the monitoring period is suspended. Continue monitoring of attendance moving forward and resume the process if attendance becomes a concern again. |
| Stage 4 (Formalise support) | Continued negative attendance during the monitoring period in Stage Three | <ul style="list-style-type: none"> • Letter (4) sent by the Head of Academic Standards to inform parents/carers of attendance concerns and below actions. • Meeting with the Head of Academic Standards and Assistant Headteacher to review the parent/student attendance contract and reasoning for continued attendance issues or breach. IAP (Improving Attendance Plan) to be completed and agreed. |
| Stage 5 (Enforce) | Clear breach of IAP | <ul style="list-style-type: none"> • If the IAP is failed, a referral is made to the School Attendance Support Team at the local authority if approved by Assistant Headteacher. Send Letter (5) to confirm. • School, parent/carer and student to proactively address continued attendance concerns and barriers. |

***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](#)