Shenley Academy Staged Model of Attendance Intervention Flowchart
Stage 1 – managed by Form tutor, Head of College and Pastoral Support Manager

100% attendance to be encouraged and commended by all staff
College/Form of the week/term to be shown on each notice board and in college assemblies, attendance to be discussed and tracked during form tutorial time, termly letters to parents, updates in the Shenley newsletter, certificates and additional rewards as decided.

97% attendance
Pupil’s attendance is causing concern; no reasons are provided or they are unsatisfactory or attendance fails to improve, School Letter 1 is issued. Absence due to illness/medical reasons School Letter M to be sent. Individual attendance tracker to be issued by form tutor. Early referral to attendance FILTER.

94% attendance
School Letter 2 sent after two weeks if no improvement and no satisfactory explanation has been received to explain the absence, patterns of illness and medical absence still exist, no medical evidence received. Continue to monitor through attendance FILTER.

92% attendance
No improvement in attendance send School Letter 3 review in two weeks, if attendance has improved meet with pupil and agree a Student Contract to maintain improved attendance level, continue to monitor attendance via an attendance tracker card and through attendance FILTER.

90% attendance
Attendance has not improved – refer for Stage 2 intervention

Consider requesting a Warning or Penalty Notice from LEA.

Unresolved N Codes – School Letter N, N codes changes to O codes if no reasons are provided after 2 weeks – reason provided and improved attendance – no further action – monitor

Internal support – home visits, breakfast club

Call /text made to parents on first day of unreported absence

Leave of absence forms requested by parent for exceptional circumstances

Referral to Safeguarding Team for formal home visit where appropriate

School Letter L after 5 sessions of lateness

Attendance tracker, report and other interventions and actions

Transfer of pupil to Head of College, Attendance lead and attached SLT to progress in Stage 2
Stage 2
Managed by Head of College, Pastoral Support Manager, Attendance lead and attached Senior Leadership

**Attendance 90% and below**
Head of College and attendance lead and/or attached SLT to meet with pupil to discuss concerns and agree a Student Contract with targets and expectations, refer to attainment progress, review attendance in two weeks.

**Attendance has not improved**
Send Letter Invitation to Parenting Contract Meeting

**Parenting Contract Meeting**
Parenting Contract Meeting held, including parent(s)/carer(s), pupil, and any member of staff involved with the pupil, as well as outside agencies. Agree actions and review date, dependent upon the level of unauthorised absence and the pupil’s progress in the last 3 weeks. Consider the use of a Warning Notice or Penalty Notice if not already considered in Stage 1, ensure relevant actions for all present. At this stage an SLT attendance report card may be issued.

**Review of Parenting Contract**
If there has been further unauthorised absence despite support interventions refer to the Local Authority Attendance Welfare Service for an Attendance Panel Meeting. Send Letter Advising Parent of Referral to AWS. If there has been improvement implement the actions from the Parenting Contract and review in a further 2 weeks. Send Letter Advising Parent of Further Review letter.

Referral to Local Authority Attendance Welfare Officer for an Attendance Panel Meeting to commence an investigation to consider whether an offence has been committed and a prosecution is appropriate.

Continue to implement support strategies and interventions
Request home visit from the safeguarding team when necessary
Continue to contact the parent by telephone or text to advise of absences
Discuss concerns in Pastoral Meeting
Identify further support through Pastoral Team
Liaison/referral with supporting outside agencies and consideration of safeguarding referral to Children services in accordance with Academy safeguarding Policy

If parent does not attend the meeting, send Letter Did Not Attend enclosing a copy of the Parenting Contract and meet pupil to explain actions
Arrange a home visit if pupil’s absence if of concern and there has been no contact from the parent

Continue to monitor and document improvements
Stage 3 – 20 sessions of unauthorised absence in the last 20 weeks – 80%
Managed by Attendance Welfare Service but pupil supported by Shenley Academy

Referral to Attendance Welfare Officer
Complete the Stage 2 Tracking Form and the referral form for the Attendance Welfare Officer to ensure that evidence of the academy’s actions is fully documented. Await confirmation of referral and date of the Attendance Panel Meeting.

Attendance Panel Meeting
HSLO to attend the Attendance Panel Meeting with a chronology of information in regards to the pupil and history of irregular attendance. Contribute to the meeting and agree actions and take forward on return to the Academy.

Review of Attendance Panel Actions
Liaise with Local Authority Attendance Welfare Officer to establish whether the parent(s) are to be prosecuted for an offence under Section 444 1/1A of the Education Act 1996, or whether they will be applying for an Education Supervision Order.

Pupil continues to have regular unauthorised absence from Shenley Academy
Start the intervention process again with a return to Stage 2 and send out Letter advising of Home Visit.

Continue to implement support strategies and interventions
Request home visit from the safeguarding team when necessary
Continue to contact the parent by telephone or text to advise of absences
Discuss concerns in Pastoral Meeting
Identify further support through Pastoral Team
Liaison/referral with supporting outside agencies and consideration of safeguarding referral to Children services in accordance with Academy safeguarding Policy

Complete a Student Contract with clear actions and expectations and continue to implement a Pastoral Support Package to include regular reviews of the contract

Stage 2 process begins