



# Attendance and Punctuality Policy

## PURPOSE

The aims of the Attendance Policy are to raise the importance of good attendance in line with Ofsted requirements, ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently, to improve punctuality, promote opportunities to celebrate and reward children for attendance and punctuality achievements.

Date of last review:	September 2020	Author:	P.Dawson
Date of next review:	July 2021	Owner:	P.Dawson
Type of policy:	<input type="checkbox"/> Network-wide <input type="checkbox"/> Set for school <input checked="" type="checkbox"/> Tailored by school	Approval:	SLT
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## POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Behaviour Model

## **1. Introduction**

Ark Charter Academy believes that regular, punctual school attendance is vital for high achievement in order that students can be the best that they can be. Absence from school is recognised as a safeguarding issue as it places children at risk and in some cases, it can result in students being drawn into anti-social or criminal behaviour.

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them.

Ark Charter Academy takes the responsibility to monitor and promote the regular attendance of all its students very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

Our whole academic community takes responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

## **2. Aims**

The aims of the Attendance Policy are:

- a) To ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- b) To improve punctuality.
- c) To promote opportunities to celebrate and reward children for attendance and punctuality achievements.

## **3. Expectations**

Good attendance and punctuality depend on a partnership between students, parents and carers, the academy and outside bodies. For its part, the school expects the following from students and parents and itself follows this practice:

3.1 Students are expected to:

- a) Attend school every day
- b) Arrive at school in good time for line up each morning:
- c) Attend all lessons punctually
- d) Catch up on all work missed due to absence

3.2 Parents are expected to

- a) Ensure that their children attend school regularly
- b) Ensure that their children arrive at school in good time for line up each morning at the designated area
- c) Telephone the academy by 8:30am if their child is unable to attend for any reason, followed by a written note on return 02392 824204 or email [attendance@charteracademy.org.uk](mailto:attendance@charteracademy.org.uk)

- d) Ensure that their children are in proper school uniform and properly equipped for the school day.
- e) Provide the school with up-to-date home, work and emergency telephone numbers.
- f) Arrange medical appointments outside school time where possible.
- g) Ensure that no holidays are booked during term time.
- h) Inform the school in confidence about any problem which might affect their son's/daughter's attendance or behaviour.

3.3 Ark Charter Academy are expected to:

- a) Educate students at all times the importance of good attendance.
- b) Register electronically students' attendance and absence efficiently and accurately at the start of the school day and after lunch, according to current regulations.
- c) Record electronically the attendance and lateness of students during each lesson.
- d) On the first day of absence make every reasonable effort to contact the parent when their child fails to attend school without good reason.
- e) Invite parents in to discuss any instances of frequent absence and refer poor attendance on to relevant authorities.
- f) Notify the safeguarding coordinator in cases of concern around the implications of non-attendance.
- g) Promote attendance by taking account of each student's individual needs.
- h) Co-operate fully with other agencies to encourage punctual attendance at school.
- i) Provide regular reports on each student's attendance to parents.
- j) Set demanding yet realistic targets for whole school attendance.
- k) Reward students with positive attendance.

#### **4. Attendance Monitoring and Interventions**

##### **4.1 Academy Approach**

Improving attendance is a whole academy initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, students and all members of academy staff. <sup>[11]</sup><sub>SEP</sub>

Attendance data is monitored from the beginning of each academic year and from the beginning of each half term. By tracking the attendance data in this way, the academy is able to monitor and reward improvements and to take swift action if a student's attendance is below the targeted level. Attendance is also monitored at different levels: individual students, forms, years, groups and whole school.

The diagram below highlights the whole academy approach to attendance monitoring and intervention:

97-100%	95-96.9%	93-94.9%	90-92.9%	0-89.9%
<p><b>Outstanding!</b></p> <p>You have missed less than one week over the academic year.</p> <p>You are setting yourself up for the <b>best chance of great GCSE results!</b></p>	<p><b>Risk of underachievement:</b></p> <p>You have missed two weeks over the academic year – that's 70 lessons!</p> <p>You'd better <b>start catching up</b> on your work now!</p>	<p><b>Serious risk of underachievement:</b></p> <p>You have missed three weeks over the academic year – that's 105 lessons!</p> <p>If this continues you are likely to <b>lose half a grade</b> in your GCSEs.</p>	<p><b>Severe risk of underachievement:</b></p> <p>You have missed a whole month of school this year – that's 140 lessons!</p> <p>If this continues you are likely to <b>lose a whole grade</b> in your GCSEs.</p>	<p><b>Extreme concern:</b></p> <p>You have missed more than a month of school this year.</p> <p>If this continues it will be <b>extremely difficult for you to catch up</b> and achieve good GCSE results.</p>

#### 4.2 Positive Reinforcement

In order to promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, the Academy uses a range of rewards and positive reinforcement strategies.

Displayed student attendance data is 'reset' to 100% each half term, in order to promote students' aspirations towards attendance and give every child the opportunity to participate in the '100% club'.

As appropriate to student age these include:

- a) Display of individual attendance
- b) Display of form and year group attendance
- c) Weekly rewards
- d) Certificates
- e) Shout outs during line up and assembly/remote assemblies
- f) Termly Rewards Assembly prizes
- g) Rewards trips (non COVID, where guidance permits)

#### 4.3 Monitoring Processes

The Academy has rigorous monitoring systems to ensure that student data is used efficiently to support and improve attendance in a range of ways. The form tutor is responsible for the overview of attendance in their form group; however, they are supported to improve attendance by their Head of Year, Attendance Officer and the wider pastoral team:

- a) **Daily:** student registers are completed by 8.45am or 9.35am in order to identify absent students and initiate absence procedures. Any staff with incomplete registers will be followed up by email or in person. Year group and overall

attendance data is shared with SLT and HoYs by 10.30am. Absent students are contacted by the Attendance Officer and absence codes are updated by 11am. Once a week during morning tutor time, the tutors will go through the attendance tracker to identify rises and drops in tutees attendance. The student is told whether it is a 'red, amber or green arrow'.

- b) **Weekly:** student attendance is monitored and banded on an individual level and shared with HoYs during weekly link attendance meetings for each year group. Actions will be agreed, delegated, recorded and reviewed for students whose attendance is declining. Form and year group attendance statistics are reviewed in key stage assemblies to promote competition.
- c) **Fortnightly:** attendance trends are reported to SLT to ensure positive improvement over time.

#### 4.4 Intervention Processes

The Academy has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern with consistency and rigour.

- a) **Green (97 - 100%):** The form tutor (secondary) or class teacher (primary) has responsibility for praising students in this group for high attendance.
- b) **Yellow (95 - 96.9%):** A letter will be sent out for students in the yellow group to raise awareness of parents. The form tutor (secondary) or class teacher (primary) has responsibility for supporting improvement for students in the yellow group through monitoring, conversations and weekly 'excellence' rewards.
- c) **Amber (93 - 94.9%):** Formal interventions are triggered for all students with attendance below 95%. The form tutor will be supported by the Head of Year, who will promote improvement for students in the amber group through monitoring, conversations and contact with parents.
- d) **Pink (90 - 92.9%):** The form tutor and Head of Year will be supported by the Assistant Associate Principal and Associate Principal, who will promote improvement for students in the amber group through the initiation of a family attendance contract. These students' attendance progress will be reviewed each week during the SLT/HOY line management meeting.
- e) **Red (0-89.9%):** Attendance below 90% is considered a very serious matter at Ark Charter, and a student with less than this is called a Persistent Absentee (PA). The Head of Year will be supported by the Inclusion team to intervene with these students. As this attendance percentage falls below the Government Persistent Absence target, all students in this group will be subject to an Action Plan detailing the additional support required to improve that student's attendance. This includes taking legal action where required. These students' attendance progress will be reviewed each week at Attendance link meetings.

## 5. Guidelines

### 5.1 Reasons for absence

Every half-day absence from school must be recorded and classified with a code by the school, as either authorised or unauthorised. Only the school can make this decision and record it. This is why information about the cause of any absence is always required, by phone and in writing.

Parents and carers are asked to contact the academy office by phone or in person by 8:30 am if their child needs to be absent from the academy. On your child's return, it is

expected that they will provide evidence of their absence in the form of a doctor's note or other written explanation. Where multiple bouts of sickness or absence occur, the academy may decide not to authorise the attendance, even when the parent has called in. Those with attendance below 93% have an increasing risk of falling into this category.

## 5.2 Authorised absences

Acceptable reasons for a child's absence from school include sickness, hospital appointments, recognised religious holidays (1 day per holiday only) and funerals. Medical and dental appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect students to miss only part of the day.

## 5.3 Unauthorised absences

Unacceptable reasons for a child's absence from school include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell, and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

## 5.4 Reluctant attenders

Whilst it is understood that any child can have an illness and be away from school for a given period, sometimes children can be reluctant to attend school for other reasons. Any problems with regular attendance are always best sorted out by the parents/carers contacting school immediately to discuss the issues.

If your child is reluctant to attend:

- a) Please do not cover up the absence
- b) Please do not give in to pressure to excuse them from attending

In either case, the situation will only worsen and become a habit and the causes will be harder to find and the resolution difficult.

## 5.5 Holidays/Trips

The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

## 5.6 Only the Principal can authorise absence.

# 6. Action taken when students are absent

6.1 There are occasions when absence is unavoidable. These include:

- a) Illness.
- b) Medical or education appointments.

6.2 If a parent knows in advance of absence due to an appointment, the academy office should be informed and the appointment card shown.

6.3 If a child is ill, the parent or carer should ring the academy to inform us by 8.30 am and on return present a written note explaining the absence. If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy so we can photocopy it.

6.4 The parent or carer will be phoned and if there is no answer or no information has been received, and reasons noted, a text message will be sent on the first day of absence.

6.5 If a student is regularly absent for medical reasons without formal evidence presented, and becomes a safeguarding concern, the academy reserves the right to contact the child's GP for additional information.

## 7. Lateness

7.1 The academy day starts at 8:35am (7, 8, 9) or 9:25am (10-11).

7.2 Students who arrive after this time must enter the academy through the main entrance for their phase. They must then be signed into the late book.

7.3 Registers will close at 8.45am or 9.35am. Children who arrive after this time will be marked either as 'L' (late) or 'U' (unauthorised absence) after registers have closed.

7.4 The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness the Head of Year is informed by the Attendance Officer:

- a) Appointment made to see Head of Year – six weeks is given for improvement.
- b) If no improvement is seen, the Head of Year will request another appointment.
- c) If there are unacceptable improvements after a month, a referral to the Education Welfare Officer is made.

7.5 'Cause for Concern' registers for absence and punctuality are kept.

## 8. Student absence and extenuating family circumstance

8.1 The Department for Education has amended the regulations and guidance in relation to absences in term-time. **There is no automatic right to take your child out of school during term time.** From 1st September 2013, the Department for Education will only allow a head teacher to grant a leave of absence if there are exceptional circumstances. In determining whether or not an absence in such circumstances can be authorised, it is for the head teacher to determine the number of days a child can be away from school if the leave is granted.

8.2 If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form (see Appendix 6). No absences for holidays should be authorised, unless in extreme or exceptional circumstances. Permission for absence will only be given if there are extenuating circumstances.

8.3 If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result further legal intervention.

8.4 A meeting will be held regarding the request and the member of staff will explain that parents have a legal responsibility for their child to be in school. If the student is female and from a Female Genital Mutilation (FGM) practicing or affected community then the member of staff will use direct questioning to ascertain whether "cutting" of the girl will be undertaken during this holiday. The member of staff will then take the information from this meeting and make a decision on whether to refer to local CYPS or Police.

8.5 Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more

time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

## **9. The Attendance Service**

9.1 Parents are expected and encouraged to contact the school at an early stage and work together with school staff in resolving problems together. This approach is nearly always successful.

9.2 If this does not resolve the problem, the school will refer your child to the Education Welfare Officer (EWO) from the local authority. They are independent of the school and can provide impartial advice. The EWO will work together with you and the school in order to resolve the difficulty and return your child to regular attendance.

9.3 If, after all efforts have been tried, the unauthorised absences persist; these officers can use sanctions such as penalty notices or prosecution in the magistrates court. Full details and information leaflets are available from the school and from the local authority's ACE team.

## **10. Children Missing in Education**

10.1 A child going missing from school is a potential indicator of abuse and neglect. Staff will monitor children that go missing from school and report them to the designated safeguarding lead – following normal safeguarding procedures.

10.2 From the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps should be taken:

- a) A trained staff member will make contact with the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;
- b) The outcome of the contact should be assessed and if there are any concerns a consultation with the school/establishment/colleges designated safeguarding adviser should take place to consider the child's vulnerability.

10.3 In the following circumstances a referral to children's social care and/or the police should always be made promptly:

- a) The child may be the victim of a crime
- b) The child is subject of a Child Protection plan
- c) The child is subject of S47 enquiries
- d) The child is looked after
- e) There is a known person posing a risk to children in the household or in contact with the household
- f) There is a history of the family moving frequently
- g) There are serious issues of attendance

10.4 The answers to further questions could assist a judgement whether or not to inform LA children's social care and the police:

- a) In which age range is the child?
- b) Is this very sudden and unexpected behaviour?

- c) Have there been any past concerns about the child associating with significantly older young people or adults?
- d) Was there any significant incident prior to the child's unexplained absence?
- e) Has the child been a victim of bullying?
- f) Are there health reasons to believe that the child is at risk?
- g) Does the child need essential medication or health care?
- h) Was the child noted to be depressed prior to the absence?
- i) Are there religious or cultural reasons to believe that the child is at risk? E.g.
- j) Rites of passage or forced marriage planned for the child?
- k) Has the child got a disability and/or special educational needs?
- l) Have there been past concerns about this child and family which together with the sudden disappearance are worrying?
- m) Is there any known history of drug or alcohol dependency within the family?
- n) Is there any known history of domestic violence?
- o) Is there concern about the parent/carer's ability to protect the child from harm?

10.5 The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. Accordingly if a situation is not resolved within 3 days the education welfare service should be contacted, then referrals should be made to the police and LA children's social care, as appropriate over the next two weeks.

10.6 Extended leave of absence can be authorised by the head teacher, at which point a return date is set. In these cases the time line for enquiries starts from when the child does not attend school on the expected return date, not from the day the extended leave started.

10.7 Day 1: If the answers to any of the points set out in the previous section indicates that there are concerns about the child's safety then a referral should be made to the police and children's social care on day one. The education welfare service should be informed and requested to assist in locating the child.

- a) Contact the local police station (24 hour response). Any suspicion/evidence of crime must be clearly stated. The circumstances and all available information regarding the child and family will be required.
- b) The missing person report will be risk assessed and the local police response team will carry out immediate actions. The investigation will be progressed by the police response team, in conjunction with either the local missing persons unit and/or the CID.
- c) The missing person report will generate a notification to the police. The police will work with, and refer information to Birmingham City Council Children's Social Care. LA children's social care, who must be contacted as soon as possible in these circumstances, will also liaise with the Police Public Protection Unit in order to identify, and act upon, any suspicion of child abuse or child related crime.
- d) The school / educational establishment / college should work in collaboration with children's social care and the police and a safeguarding education representative should participate in any strategy discussions, s47 enquiries and child protection conferences which may arise.

#### 10.8 Reasonable enquiry:

If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school may delay making a referral. The process of 'reasonable enquiry' has not been identified in regulations, however this includes school staff checking with all members of staff whom the child may have had contact with, and with the student's friends and their parents, siblings and known relatives at this school and others.

School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address, home visits by some school based staff and consultation with local authority staff.

#### 10.9 Days two to twenty-eight:

If the first response was unsuccessful, the school should contact the Local Authority Children Missing in Education (CME) team. The local authority should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community, as appropriate.

The CME team should also check databases within the local authority, use agreed protocols to check local databases, e.g. La housing, health and the police; check with agencies known to be involved with the family, with the local authority the child moved from originally, and with any local authority to which the child may have moved.

The child's circumstances and vulnerability should be reviewed and reassessed regularly jointly by the school's nominated safeguarding advisor and the CME officer in consultation with children's social care and the police as appropriate.

#### 10.10 Child missing from school for more than four weeks:

A child may not be removed from the school roll before the end of four weeks. After 4 weeks the child's common transfer file should be uploaded to the department for education secure site for the transfer of student information when a student moves between schools. The local authority children missing in education team must also be informed.

In order to ensure accurate data is collected to allow effective safeguarding, the school will inform the LA of any student who is going to be deleted from the admission register where they:

- a) Have been taken out of school by their parents and are being educated outside the school system, e.g. Home education.
- b) Have ceased to attend school and no longer live within a reasonable distance of the school.
- c) Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- d) Are in custody for a period of more than four months due to a final court order and we do not reasonably believe they will be returning to the school at the end of that period.
- e) Have been permanently excluded.

## **11. Registers**

These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session as part of each staff member's safeguarding role.

Children entering the classroom via the academy office are late and should be marked as such, even if the register has not been taken yet.

It is mandatory for staff to take registers in a timely and efficient manner within the first 10 minutes of each lesson. If registers are not completed within this time, the following escalation will occur:

- a) The Attendance Officer will email a reminder to the staff member, CCing in the SLT link, requesting a response within five minutes.
- b) If the register is not completed within five minutes, the Attendance Officer will visit the classroom and request that the register is taken. This information will be recorded by the Attendance Officer.
- c) If the staff member persistently fails to complete registers in line with safeguarding duties, he or she may be requested to meet with the SLT Attendance Lead
- d) If this situation does not improve then a meeting will be requested by the principal to discuss this issue.

## **12. Telephone Numbers/Contact Details**

There are times when we need to contact parents/carers in an emergency and about other things including absence from school. We must have contact telephone numbers and parental/carer details.

We need your help in ensuring that you have provided us with up to date telephone numbers and contact details – if we don't then something important may be missed.

We will make regular checks on telephone numbers and contact details throughout the year.

## **13. School Targets**

The school has targets to improve attendance and your child has an important part to play in helping us to meet these targets and to aim higher in all aspects of their education. Targets for the whole school and for the classes are displayed in the school and we hope you will take the opportunity to study them.

The minimum level of attendance for this school is 93% and we will keep you updated regularly about the progress to this level and how your child's attendance compares.

Our aim is to achieve better than this because we know that good attendance is the key to successful schooling.

## **APPENDIX 1: ATTENDANCE ROLES AND RESPONSIBILITIES FOR STAFF:**

### **1. Form tutors (Secondary)**

- a) receive weekly attendance tracker from Attendance Data Officer – share with form group in individual conversations and public shout outs
- b) Praise those with good attendance (green group)
- c) Speak to students with attendance/punctuality issues (yellow group)
- d) contact home when directed by HOY

### **2. Heads of Year:**

- a) actively monitor form tutors / class teachers (incl. registers, phone calls, tracker)
- b) follow up (incl. phone calls and parental meetings) for those whose attendance doesn't improve after FT intervention (amber group)
- c) monitor attendance tracker and set/review actions in weekly meetings

### **3. Attendance Data Officers:**

- a) Monitor registers daily and report to SLT on registers not taken.
- b) Send out the daily watchlist to check with pastoral team that students are definitely missing.
- c) Contact home on a daily basis by 10.30am if an absence is unexplained.<sup>[[1]]</sup><sub>SEP</sub>
- d) Update codes on Bromcom for daily absences.
- e) Manage attendance line: pick up messages and enter relevant codes.
- f) Provide a list of calls with no response to HOY/SLT.<sup>[[1]]</sup><sub>SEP</sub>
- g) Attend and contribute to weekly attendance meetings
- h) Collate and present info for Attendance Panel Meetings and record actions
- i) Follow up with parents who regularly fail to notify Academy for reasons of absence
- j) Provide daily statistics on attendance and punctuality to SLT and Pastoral team
- k) Send texts daily to parents of absentees and students who arrived late
- l) Update attendance displays
- m) Send escalating letters warning parents of concern
- n) Provide half-termly attendance and punctuality reports for SLT and Governing Body.
- o) Oversee the data systems relating to attendance and punctuality and resolve any functional issues which occur.
- p) Ensure students and parents are notified of term end and start dates via text message, newsletter and website.
- q) Responsible for on and off-rolling students.
- r) Update and monitor the Daily COVID-19 Tracker
- s) Ensure parents and students are aware of the dates that they can return to the academy if isolating/under quarantine.

### **4. Inclusion Team:**

- a) Conduct home visits for students who can't be reached (Non COVID)
- b) Manage late students and record at entry points

- c) Follow up (incl. phone calls, home visits and parental meetings) for those whose attendance falls into the vulnerable PA category (red group)

**5. SLT Link:**

- a) Monitor daily absence and lateness processes
- b) Follow up (incl. phone calls and parental meetings) for those whose attendance doesn't improve after FT and HOY intervention (amber group)
- c) Chair weekly attendance meetings
- d) Oversee and advise on interventions for individual students
- e) Support pastoral team with parent meetings and Attendance Panel Meetings

## APPENDIX 2: DAILY ABSENCES AND LATENESS PROCEDURES – WHAT TO DO

### Daily Absence and Lateness Procedures: What to do

	Form Tutor/Teacher	Attendance Officer (AO)	Inclusion Team	SLT Link
8.00-8.35: or 9.00-9.25		<ul style="list-style-type: none"> <li>Clear phone lines and record students who will be absent. Information recorded on daily absence list <u>with notes by 8.45.</u></li> </ul>		
8.35-8.50: Or 9.25-9.40	<ul style="list-style-type: none"> <li>Submit morning registers in form/class <b><u>by 8.45am or 9.35am.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Check morning registers and send email reminders to staff with missing registers (CC in SLT Link).</li> </ul>	<ul style="list-style-type: none"> <li>Record late students and they enter and remind them of expectations.</li> <li>Inform late students they have a lunchtime detention.</li> <li>Present AO with late list by 8.55.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor AO to ensure data is collated and lates are shared on time to begin att. phone calls.</li> </ul>
8.50-8.55:		<ul style="list-style-type: none"> <li>Use register data to populate daily absence list.</li> <li>Ensure daily watchlist is sent out to the relevant pastoral team.</li> </ul>		
8.55-10.00:		<ul style="list-style-type: none"> <li>Contact parents of absent students and update daily absence list with codes and notes in the following order: Y11, Y7, Y10, Y8, Y9.</li> <li>Update daily absence list and registers with late students.</li> <li>Log LoST list for the day (before or after 9.30am)</li> </ul>	<ul style="list-style-type: none"> <li>Conduct home visits for absent students on attendance target list.(Non COVID)</li> </ul>	<ul style="list-style-type: none"> <li>Monitor AO to ensure calls begin on time.</li> <li>Monitor AO to ensure lates are on daily list.</li> </ul>

<p><b>10.00-11.00</b></p>		<ul style="list-style-type: none"> <li>• Update Bromcom with correct absence codes and recache CCR.</li> <li>• Follow MIE procedures for any student of concern.</li> <li>• <i>Contact parents for those late after 9.20 or 10.20.</i></li> <li>• <i>Send 'absence' text to parents of absent students who cannot be reached.</i></li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor AO to ensure codes are updated so CCR matches daily absence list.</li> <li>• Review data to address any errors.</li> </ul>
<p><b>11.00-12.00</b></p>		<ul style="list-style-type: none"> <li>• Collate <b>accurate</b> daily att. data for each year, KS and phase, taking into account daily, half term to date, and cumulative data.</li> <li>• Email final watchlist attendance data to all staff <b><u>by 12pm</u></b></li> </ul>		

### APPENDIX 3: ATTENDANCE CODES ONE PAGER

<b>PRESENT AT SCHOOL</b>	
<b>Λ</b>	Present at school during registration (am/pm)
<b>L</b>	Late arrival before the register has closed (approx. first break)
<b>U</b>	Late arrival after register has closed
<b>PRESENT AT APPROVED OFF-SITE EDUCATIONAL ACTIVITIES</b>	
<b>B</b>	Off-site educational activity (e.g. in alternative provision). Alt. provision provider must notify school if child is absent. Not to be used for unsupervised activities or students who are completing school work at home.
<b>D</b>	Dual registered – at another educational establishment temporarily
<b>J</b>	Interview with prospective employers/educational establishment
<b>P</b>	Participating in a supervised sporting activity
<b>V</b>	Educational visit or trip (including residential)
<b>W</b>	Work experience (year 10 or 11 only)
<b>AUTHORISED ABSENCE</b>	
<b>C</b>	Leave of absence authorised by school (only in exceptional circumstances)
<b>E</b>	Excluded with no alternative provision. <b><u>If child is in alternative provision, use code D.</u></b>
<b>H</b>	Holiday authorised by school (only in exceptional circumstances following proper procedures).
<b>I</b>	Illness (not medical or dental appointments).
<b>M</b>	Medical or dental appointments
<b>R</b>	Religious observance
<b>S</b>	Study leave (Y11 during examinations only).
<b>T</b>	Gypsy, Roma and Traveller absence (when travelling for occupational purposes – student should be dual registered at an alternative school during this time)

UNAUTHORISED ABSENCE	
<b>G</b>	Holiday not authorised or in excess of authorised period
<b>N</b>	No reason provided
<b>O</b>	Absent without authorisation
<b>U</b>	Late arrival after register has closed (approx. 10:30am onwards)
ADMINISTRATIVE CODES	

<b>X</b>	Not required to be in school (for non-compulsory school age children, e.g. Y11 after exams)
<b>Y</b>	Unable to attend due to exceptional circumstances (e.g. school site closure; transport to school not available; travel disruption due to local/national emergency; student in custody)
<b>Z</b>	Student not on admission register (i.e. new starter before their start date)
<b>#</b>	Planned whole or partial school closure (e.g. holidays, weekends, training days, use as polling station)

### COVID-19 Attendance Codes

Codes		DFE Code	Bromcom Code
<b>Pupils who have symptoms should selfisolate and take a test</b>	Before the test (suspected case of Covid-19)	X	9 (pupil suspected case of Covid-19)
	Pupil tests negative, feels well, returns to school	Present	/
	Pupil tests negative but still unwell (different illness)	I	I

	Pupil tests positive, self isolates at least 10 days from the onset of symptoms (confirmed case of Covid-19)	I	0 (pupil confirmed case of Covid-19)
<b>If someone in the pupil's household has symptoms, the household should</b>	Before the test	X	8 (pupil self-isolating contact with suspected / confirmed Covid-19 case)

<b>selfisolate and the member of their household should get a test.</b>	Household member tests negative, pupil returns to school	Present	/
	Household member tests positive, pupil self isolates for 14 days from when the member of their household first had symptoms	X	8 (pupil self-isolating contact with suspected / confirmed Covid-19 case)

<b>Pupils who are required to selfisolate because they are a close contact of someone who has symptoms or confirmed coronavirus</b>	Pupil self isolates for 14 days	X	8 (pupil self-isolating contact with suspected / confirmed Covid-19 case)	
<b>Pupils who are required by legislation to selfisolate as part of a period of quarantine</b>	Pupil quarantines	X	4 (pupil in quarantine)	As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine
<b>Pupils who are clinically extremely vulnerable in a future local lockdown scenario only</b>	Pupil shields	X	6 (pupil shielding)	If contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Code X should not be used for sessions after the pupil has been advised to return to school.
<b>Local lockdown</b>	Pupils asked not to attend due to COVID-19	X	5 (school in local lockdown)	

## COVID 19 Guidance

### COVID-19

Where a child is presenting symptoms of COVID-19, the child must not be sent into school. The child is encouraged to take a test and can only return to the academy under the following circumstances.

- The child has a negative test result
- The child has isolated for 10 days (symptoms) or 14 days, where they have been in close contact, track and trace or under a household isolation
- The child has quarantined for 14 days where they have recently returned from travel abroad (some countries) see guidance below

The child will be expected to work from home and appropriate work will be set.

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolatewhen-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-theuk>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If a child needs to be sent home due to COVID symptoms, the following will happen.

*Teachers have been directed to call for walkabout when a child is coughing persistently or has a repeated cough.*

1. Teacher identifies the issue and deals with it immediately
2. The student should be directed to wait in the corridor, away from the doorway until a member of the walkabout team arrives
3. Teacher logs the medical call on Bromcom
4. Member of walkabout collects the students and escorts them socially distanced to the isolation room
5. Member of staff to check if they have sibling at the academy (they will need to be picked up and sent home – they must isolate for 14 days or can return after a negative test)
6. Member of SLT available/on walkabout will an informed decision on the child needing to be sent home
7. AO is notified so that she can call the parent or the member of SLT can call home to explain that the child will need to be sent home (a test to be encouraged, otherwise the child must self-isolate for 10 days)
8. Opertion SLT lead notified so that cleaning of the isolation room can take place
9. AO must be aware of the child leaving site so that she can log the correct information on the daily tracker (in case she is at lunch or out of the office)
10. AO will code on Bromcom
11. The child is not to return to the academy until the period of isolation, or a negative test comes back (we need to see evidence of a negative test if the child is returning early)
12. Inclusion links can double the daily list for their year groups to pick up students on the gate if they try to return before they are allowed to
13. If coming back after a negative test early, AO will amend the attendance

## APPENDIX 4: INTERVENTION GROUPS

### Actions:

<b>Green Day</b>	Attendance Officer to contact those absent with the aim to get as many students as possible in school. An extra student today will improve the YTD attendance.
<b>Amber Day</b>	Attendance Officer to ensure that they get at least one student into school from each year group. SLT link to check at break time to ensure that this student has arrived. If not, the SLT link and the Attendance Officer will ensure that two students from each year group arrive for the PM mark.
<b>Red Day</b>	<ol style="list-style-type: none"> <li>1) <b>Phone calls:</b> If the child is reported having a minor illness, firmly recommend that the child has food, paracetamol and attends school because “we know that every day absent has an impact on how well students do in their assessments”. If the child’s attendance is below or approaching 90%, highlight that we must report PA students to the Local Authority and it is likely that (if there is no evidence) the LA will begin legal proceeding which could lead to a fine. Remind parents that they must bring students into school before and/or after medical appointments. Most GPs and dentists now offer late and early appointments before or after school. SLT can support if the parents are unhappy: “I can pass you over to one of our senior team but they will say the same thing as I am, as I speak for the academy”.</li> <li>2) <b>Home visits:</b> Home visits can have a significant impact as it highlights the level of rigour the academy has with its attendance procedures and follow ups. It can help to identify any underlying issues as to why the child is not attending, e.g. bullying, anxiety etc. The outcome of the home visit should be that the child comes into school straight away. SLT can support the Attendance Officer on home visits on Red Days or for concerning students.</li> <li>3) <b>Same-Day Parent Meeting:</b> These can be targeted at hard-to-reach families to ensure that the child attends the school for a period of time, can help to identify any potential concerns or underlying reasons and also ensures that they will be in school on the following day. The Attendance Officer and SLT link should decide who is best placed to meet with the parents and student.</li> </ol>

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**APPENDIX 5 APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME:**

If you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Student Name ..... Tutor Group  
..... Home Address  
..... First day of  
absence ..... Date of return to school ..... Total  
number of days missed .....

Exceptional circumstances are as follows:- .....  
.....  
.....

**I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.**

Name of Parent/Carer making application .....

Signed ..... Dated .....

(Please ensure you are giving at least 14 day's notice of the proposed absence)

✕.....

Student Name ..... Tutor Group .....

**AUTHORISED:** Your request has been authorised for the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**UNAUTHORISED:** Your request has been unauthorised for the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**It is not considered that the circumstances you describe are exceptional. If you proceed to take the absence a Penalty Notice/s will be issued.**

Signed ..... Head Teacher      Date \_\_\_ / \_\_\_ / \_\_\_

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## **APPENDIX 6 PROCEDURE FOR THE ISSUE OF PENALTY NOTICES:**

1. Academies will notify the Portsmouth attendance team of all cases where attendance has fallen below 90% in the preceding 6-week period and no valid reason for the absence has been provided by the parent/carer, along with evidence of what measures they have taken to bring this matter to the parent's/carer's attention.
2. The LA will produce an information letter for distribution to all parents/carers whose children have been identified as falling below 85% attendance at their respective academies. This will set out clearly the circumstances whereby a Penalty Notice can be issued and the consequences for failure to pay within the required time scale.
3. Each student's attendance will be monitored for 15 academy days following the issue of the letter to see if the desired improvement has taken place. An acceptable improvement is an increase in attendance above 90% for the 15-day period.
4. Should the required improvement not take place and no valid reason for the absence is provided, the Court Officer will decide whether to issue the Penalty Notice or to proceed with a prosecution under Section 444 of the Education Act 1996.
5. Where a Penalty Notice is issued, it will be sent by the Court Officer through the post using First Class post to the parent's last known address.
6. Following a change to advice issued by the DfES in recent months, Penalty Notices may now be issued to the parents/carers of all students registered at Birmingham schools, irrespective of their actual home address. This also means that follow-up prosecutions where parents/carers fail to pay the Notice or to improve their children's attendance will extend to families resident outside the area.

### **Withdrawal of Penalty Notices:**

7. The LA will withdraw any Notices issued if:
  - a) It can be established that the Penalty Notice was issued to the wrong person.
  - b) The use of the Penalty Notice does not conform to the terms of the Protocol.
8. Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.
9. No proceedings under Section 444(1A) of the Education Act 1996 shall be instituted against the recipient in respect of the period covered by the withdrawn Notice.

### **Payment:**

10. Arrangements for payment will be detailed on the Penalty Notice.
11. A Penalty Notice shall be for the sum of £50 if paid within 28 days rising to £100 thereafter until the final deadline of 42 days.
12. Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.

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13. Any revenue arising from the issue of Penalty Notices will be retained by the LA to defray the costs involved in their issue or any subsequent prosecutions arising from nonpayment.

**Non Payment:**

14. Non payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original offence of failing to ensure the regular attendance of the child/ren at school.

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## APPENDIX 7 ATTENDANCE CONCERN PARENT LETTERS

«Parental\_Salutation»

«Number» «Street»

«Town»<sup>[ ]</sup><sub>SEP</sub>

«Postcode»

DATE:

Dear Parent/Carer,

**Re: «Legal\_Forename» «Legal\_Surname» <<Form>> - Attendance 1 (Yellow)**

**Registered student at Ark Charter Academy**

Ark Charter Academy is committed to providing a full and efficient education to all. We encourage our students to strive for excellence. For a student to reach their full educational achievement, a high level of attendance is essential.

**I am drawing your attention to the fact that «Legal\_Forename»'s attendance has fallen without a valid reason.** At the moment, «Legal\_Forename »'s attendance is \_\_\_\_%. Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning, and achieve full potential here at the Academy. It is very important that you speak with «Legal\_Forename» about my concerns and stress the importance of regular attendance. «Legal\_Forename» must embed good habits of attendance and punctuality in order to make the most of educational opportunities at the Academy.

**Good attendance is very closely linked to high attainment. When your child is absent they miss essential on which they are unlikely to catch up. In an academic year, students at 90% will have missed the following:**

**20 days = 4 weeks = 120 lessons in KS3 and 140 in KS4**

If you wish to discuss this matter further, or are experiencing any difficulties in relation to «Legal\_Forename»'s attendance at the Academy, please do not hesitate to contact me at the number above.

Yours faithfully

<<ADO name>>

**Attendance Data Officer**

Ark Charter Academy

«Parental\_Salutation»

«Number» «Street»

«Town»<sup>[[ ]]</sup><sub>SEP</sub>

«Postcode»

DATE:

Dear Parent/Carer,

**Re: «Legal\_Forename» «Legal\_Surname» <<Form>> - Attendance 2 (Amber)**

**Registered student at Ark Charter Academy**

Ark Charter Academy Academy is committed to providing a full and efficient education to all. We encourage our students to strive for excellence. For a student to reach their full educational achievement, a high level of attendance is essential.

**I am drawing your attention to the fact that «Legal\_Forename»'s attendance has fallen without a valid reason.** At the moment, «Legal\_Forename »'s attendance is \_\_\_\_%. Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning, and achieve full potential here at the Academy. It is very important that you speak with «Legal\_Forename» about my concerns and stress the importance of regular attendance. «Legal\_Forename» must embed good habits of attendance and punctuality in order to make the most of educational opportunities at the Academy.

**Good attendance is very closely linked to high attainment. When your child is absent they miss essential on which they are unlikely to catch up. In an academic year, students at 90% will have missed the following:**

**20 days = 4 weeks = 120 lessons in KS3 and 140 in KS4**

In view of this, I have scheduled an Attendance Surgery on the date below to discuss «forename»'s attendance.

Date of Meeting:

Time of Meeting:

If this time is inconvenient, please contact me to arrange a more suitable time.

Yours faithfully

<<Head of Year name>>

**Head of Year**

**Ark Charter Academy Academy**

«Parental\_Salutation»

«Number» «Street»

«Town»

«Postcode»<sup>{[ ]}</sup><sub>{SEP}</sub>

DATE:<sup>{[ ]}</sup><sub>{SEP}</sub>

Dear Parent/Carer,

**Re: «Legal\_Forename» «Legal\_Surname» «Form» - Attendance 3 (Pink)**

**Registered student at Ark Charter Academy**

As you are aware, Ark Charter Academy is committed to providing a full and efficient education to all, and encourages all students to aim for excellence. For a student to reach their full educational achievement, a high level of attendance is therefore essential. I am drawing your attention to the fact that «forename»'s attendance has fallen further without a valid reason. In view of this, I have scheduled a Senior Attendance Surgery on the date below to discuss «Legal\_Forename»'s attendance.

Date of Meeting:

Time of Meeting:

If this time is inconvenient, please contact me to arrange a more suitable time.

Please be aware that you may be required to provide medical evidence to support any future absences. This can either be a Doctor's letter or stamp, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

Furthermore, I must make you aware of your legal duties. You have a legal responsibility to ensure that «forename» attends Ark Charter Academy Academy on a regular and punctual basis. **It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered student at the academy. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

I look forward to meeting with you, and organising a package of support of support to address «forename»'s attendance concerns.

Yours faithfully

«Vice Principal name»

**Vice Principal**

Ark Charter Academy

«Parental\_Salutation»

«Number» «Street»

«Legal\_Surname»

«Town»

«Postcode»<sup>[[SEP]]</sup>

DATE:<sup>[[SEP]]</sup>

Dear Parent/Carer,

**Re: «Legal\_Forename» «Legal\_Surname» «Form» - Attendance 4 (Red)**

**Registered student at Ark Charter Academy Academy**

I am writing to express further concerns for «**Legal\_Forename**»'s attendance at the Academy. Since our meeting at the Senior Attendance Surgery, attendance has not improved, which is extremely concerning. I enclose a registration certificate for your information.

I must remind you that under Section 7 of the Education Act 1996, it is your duty as the parent of «forename» to ensure the receipt of efficient full time education suitable to age, ability and aptitude, either by regular attendance at school or otherwise. The Academy is not aware that you are making any alternative provision for «forename»'s education nor of any other lawful reason why he is not attending as regularly as required.

**It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered student at the school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

I therefore now write to advise you that unless there is an immediate and sustained improvement in «**Legal\_Forename**»'s attendance at the Academy, legal proceedings will commence against you without further reference to yourself.

I have scheduled a Formal Attendance Panel meeting on the date below. Members of our Governing Body and Academy Leadership Team may be present at the meeting. Should you not attend this meeting, the meeting will be held in your absence and recommendations made.

Date of Meeting:

Time of Meeting:

Please be aware that you are still required to provide medical evidence to support any absences. This can either be a Doctor's letter or Doctor's card, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

Yours faithfully

«Vice Principal name»

**Vice Principal Ark Charter Academy**

«Parental\_Salutation»

«Number» «Street»

«Legal\_Surname»

«Town»

«Postcode»<sup>[SEP]</sup>

DATE:<sup>[SEP]</sup>

Dear Parent/Carer,

**Re: «Legal\_Forename» «Legal\_Surname» «Form» - Attendance 5 (below 85%)**

**Registered student at Ark Charter Academy**

I am writing to express serious concerns for «**Legal\_Forename**»'s attendance at the Academy. Since our Formal Attendance Panel meeting, attendance has not improved, which is extremely concerning. I enclose a registration certificate for your information.

I must remind you that under Section 7 of the Education Act 1996, it is your duty as the parent of «forename» to ensure the receipt of efficient full time education suitable to age, ability and aptitude, either by regular attendance at school or otherwise. The Academy is not aware that you are making any alternative provision for «forename»'s education nor of any other lawful reason why he is not attending as regularly as required.

**It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered student at the school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.**

I therefore now write to advise you that, as there has been no immediate or sustained improvement in «forename»'s attendance at the Academy, it is my legal duty now to refer you to the local authority for prosecution, and legal proceedings will now commence against you.

If you wish to discuss this matter further, please contact the school to arrange a meeting.

Yours faithfully

«Principal name»

**Principal Ark Charter Academy Academy**

«Parental\_Salutation»

«Number» «Street»

«Legal\_Surname»

«Town»

«Postcode»<sup>[SEP]</sup>

DATE:<sup>[SEP]</sup>

Dear Parent/Carer,

**Re: Communication with the Academy regarding student absence**

I notice from our records that we have had to contact you on more than one occasion to ascertain the reason for absence from school.

It is crucial that you contact the Academy before 8:25am if your child will be absent from school that day. Please contact the school on 0208 735 4950 before 8:25am, stating clearly your child's name, form and the reason for absence. Please ensure that you provide any medical documentation as appropriate on your child's return to school e.g. Prescription, Doctor's appointment card.

**Please be advised that if you do not notify the Academy using the correct procedures as outlined above, the Academy is obliged to pursue the matter urgently as a student safeguarding issue.**

Thank you for your support in following the procedures above and notifying us of any absence promptly.

Yours sincerely

<<Head of Year name>>

**Head of Year Ark Charter Academy**

**APPENDIX 8: ATTENDANCE INTERVENTION TEMPLATES**

**Attendance Contract**

<b>Name:</b>		<b>Date:</b>	
<b>D.O.B.:</b>		<b>Form:</b>	

**Attending:**

**Main points arising from discussion**

**Actions Agreed**

*EXAMPLES OF ACTION AGREED:*

- *Student will arrive at school by 8.20/8.30 a.m. every day.*
- *Parent will inform the school on the first day of a sickness absence and provide a note upon student's return.*
- *Parent will provide medical evidence for every sickness absence student may incur.*

Are any issues preventing student from attending regularly, school staff will be informed?

<b>Target setting:</b>	
Attendance target:	100%
Timescale for improvement:	
Date of review meeting:	
<b>Agreed by</b>	<b>Signature</b>
Student:	
Parent/Carer(s):	
School (Head of Year):	
Other agencies:	



**Individual Attendance Action Plan**

<b>Name:</b>		<b>Date:</b>	
<b>D.O.B.:</b>		<b>Form:</b>	
<b>Attending:</b>			
<b>Personal Attendance Data:</b>			
YTD Attendance:			
Date of 1 <sup>st</sup> Attendance Panel:		( _____% attendance)	
Date of 2 <sup>nd</sup> Senior Attendance Panel:		( _____% attendance)	
<b>Main points arising from discussion</b>			
<b>Key triggers identified</b>			

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<b>Effective support already in place</b>		
<b>Target 1</b>	<b>Strategies to support target 1</b>	
<b>Target 2</b>	<b>Strategies to support target 2</b>	
<b>Target 3</b>	<b>Strategies to support target 3</b>	
<b>Additional Actions to be taken</b>		
<b>Action</b>	<b>When</b>	<b>By Who</b>

<b>Future meeting dates</b>		
Weekly check in		
3-week review		
6-week review		
<b>Agreed by</b>	<b>Signature</b>	
Student:		
Parent/Carer(s):		
School (Assistant Principal):		
Other agencies:		