

### Attendance Action Plan 2016-17 Southway

<b>Current Measure July 2016</b>	<b>2016 Target</b>
Whole School Attendance 71%	72%

Attendance strategies	Action	Monitoring/Evaluation milestones	Lead
<p><b>Overall strategy</b> To ensure attendance strategies are in place, robust and consistently applied to ensure key measure are met and targets achieved.</p>			
<ul style="list-style-type: none"> <li>Sufficient attendance staffing structure is in place so that all procedures are implemented, also train staff as contingency for staff absence. Clarify roles and responsibilities for attendance staff.</li> </ul>	<p>Provide appropriate INSET for attendance staff to support attendance role.</p> <p>All MAT staff trained in all administrative attendance procedures to ensure staff absences are covered. Job roles identified, agreed and applied effectively</p>	<p>RMAT staff to provide training before End half term 2. ACs to clarify job roles.</p>	<p>CLf/AFy</p>
<ul style="list-style-type: none"> <li>Making attendance a Whole School approach.</li> </ul>	<p>Form tutors will meet with their department head every week to discuss the importance of attendance and to make sure that registers are done correctly and on time.</p>	<p>Staff register in their staff planners for individual lessons, checked by department head weekly. AM and PM registers given to named member of staff – staff to share with ACs for monitoring purposes. Continual throughout Academic year.</p>	<p>ACs</p>
<ul style="list-style-type: none"> <li>Daily home visits – to homes of students with no reason for absence. Priority given to Safeguarding.</li> </ul>	<p>Home visits by DM and CB daily. Alert lists of vulnerable pupils to be created. 4<sup>th</sup> day home visits for a pupil not seen to be implemented as common practice even when phone calls have been made with reasons for absence.</p>	<p>MAT team to consult with AC on a weekly basis. RMAT team to support with training- end of half term 2.</p>	<p>AC/CL</p>
<ul style="list-style-type: none"> <li>Regular communication between school and home to engage parents and students</li> </ul>	<p>1<sup>st</sup> day contact, home visits, letters, additional phone calls from tutors and Deputy Head of Centre, making attendance a prominent part of all pastoral conversations with parents.</p>	<p>Recording/filing correctly all correspondence on SIMs. RMAT to support with training. CL to send contact tracker. Ongoing</p>	<p>AC/CL</p>

<ul style="list-style-type: none"> <li>Re-rag attendance criteria.</li> </ul>	<p>Green above 85% Amber 72-85% Red 72% and under To support structure of letters and targets</p>	<p>AF/CL/AC to review letters. New structure in place by Half term 1.</p>	<p>AC</p>
<ul style="list-style-type: none"> <li>Initiatives and sanctions to support absence.</li> </ul>	<p>Early identification of high absence by using new ragging system. Whole staff meetings form tutors provided with individual pupil's attendance. Form tutors contact home with concerns. Referrals to mainstream to be more consistent. Better analysis of reasons for absence. Use the MAT report more effectively.</p>	<p>AC has spoken to head of south AIP regarding Southway attendance procedures. Next FAP further discussion. 12/10/16</p> <p>AC to monitor and feedback to SLT to take appropriate action,</p>	<p>AC</p> <p>AC</p>
<ul style="list-style-type: none"> <li>Use of rewards system</li> </ul>	<p>New rewards system to be created and implemented. Display board to be created.</p>	<p>Rewards Implemented by half term 1. Display board – end of half term 3.</p>	<p>AC</p>
<ul style="list-style-type: none"> <li>Set up visits to other schools to look at good practice</li> </ul>	<p>Links with Leeds City College to be further developed and other similar settings to be sought.</p>	<p>Academic year 16/17</p>	<p>AC/AF</p>
<ul style="list-style-type: none"> <li>Develop a link between attendance and progress</li> </ul>	<p>Discussed with SLT. Use RMAT report and seek possibility of using further RMAT reports to support attendance v progress</p>	<p>AF to discuss with MN</p>	<p>AF</p>
<ul style="list-style-type: none"> <li>Website to include additional information to support attendance</li> </ul>	<p>Once attendance policy reviewed to be placed on website. Further information regarding attendance to be considered. Prospectus information to be reviewed and added where appropriate.</p>	<p>October half term</p>	<p>AC/AF</p>
<ul style="list-style-type: none"> <li>Parents reviews</li> </ul>	<p>Present at reviews- Southway staff, parents, pupil and dual registered school.</p>	<p>AC to monitor to ensure reviews are affective, to make sure paperwork is in line with new ragging system.</p>	<p>AC</p>
<ul style="list-style-type: none"> <li>Attendance Audits</li> </ul>	<p>Attendance audits carried out yearly to support following Academic Year. Time for reflection and allowing evaluation of attendance across the year.</p>	<p>AF to complete evaluation. Both used to support next year's Action Plan Sept 2017.</p>	<p>AF</p>

• Attendance Policy	Yearly review of policy and information on Website.	Completed in June 2017 ready for website at the beginning of the new academic year.	AF/AC
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