

Start of School Year

Send attendance letter and statement to all parents and students

Contact School Attendance Team to set half termly attendance panel dates

Monitor Attendance and Lateness

Weekly commendation for 100% attendance

Letter of commendation for 100% termly attendance

Tutor group certificates in celebration assemblies

Weekly/Bi weekly meetings to be held with PSM,PL

Weekly attendance spreadsheet to all tutors – tutors to convey information to tutees each week to put in planner

Tutors to register all lates and follow up with students and parents and log

Tutors to encourage those students that have achieved the Highcliffe target or beyond

93 – 97% Tutors/DHOA to have conversation with students and log conversation

Attendance below 95%

Pastoral Lead - Send out first letter

Initial Attendance Concern

Medical Concern

Contact relevant school for sibling attendance and log

No Improvement

Head of Achievement –
Send out School Meeting
Invite letter

School meeting

Parents/Carers/Student, HOA and Pastoral Lead

Agree review period

No Improvement

HOS/HOA/PSM

Send out Attendance Panel
Invite letter

Attendance Panel

HOS/PSM/PL

Dorset Attendance Service

Agree review period

Action/decision from Attendance Panel

Review as
agreed