

Ark William Parker Academy Attendance Protocol

Tutor

Conversation with Student

•Strategies appropriate at this intervention level:

- Show the tracker each week
- Provide details of conversation where relevant to the Attendance Lead/Attendance Officer, to be discussed at next attendance meeting.
- Student planners could be used as a way of recording the conversation, and to make parents aware of attendance concerns.

Head of House

Conversation with Parent

•Strategies appropriate at this intervention level:

- Remind parent of procedures for reporting absence, including contacting the academy on the first day of each absence.
- Provide details of conversation where relevant for any members of staff involved in progress, to be discussed at next attendance meeting.

Attendance Officer

Letter 1 (Attendance Concern)

•Strategies appropriate at this intervention level:

- Remind parent of procedures for reporting absence, including contacting the academy on the first day of each absence.
- Provide details of conversation where relevant to Attendance Lead, Head of House and Tutor, to be discussed at next attendance meeting.

Attendance Officer and Head of House

Letter 2 (School Meeting Invite)

•Strategies appropriate at this intervention level:

- Discuss student with Tutor, Head of House, and Attendance Lead prior to the meeting with the parent



Head of House and Attendance Officer

Meeting 1 (Action Plan Meeting)

•Strategies appropriate at this intervention level:

- Complete an Individual Attendance Plan (IAP) with student, and set targets to improve attendance including a review date.
- Ask permission from parent to obtain medical evidence from a medical professional.
- Signpost to external agencies.

Head of House and Attendance Lead

Letter 3 (School/Home Visit Letter Invite)

•Strategies appropriate at this intervention level:

- Review all previous interventions and actions in preparation for meeting.
- Discuss the appropriateness of legal action.



Head of House and Attendance Lead

Meeting 2 (Action Plan Meeting 2)

•Strategies appropriate at this intervention level:

- Use meeting template to record accurate information.

Attendance Lead and Attendance Officer

Letter 4 (Legal Proceedings)

•Strategies appropriate at this intervention level:

- Prepare all relevant legal documentation and send to Local Authority.
- Alert the Principal, Vice Principal and Governing Body where appropriate, in preparation for high profile case outcomes.

