The Abbeyfield School Attendance & Absence Management Process

**Registration**

The school day begins at **8:30 am**. Students must be in their tutor room by **8:40 am** for registration.

Late arrivals will receive an L (Late) mark. All unexcused lates will result in a social time detention on the same or following day.

Students arriving after registration closes at 9:00 am without a valid reason will be marked as unauthorised absence (U).

Attendance is monitored throughout the day by the attendance clerk and pastoral team. Truancy is swiftly addressed through the school’s ‘On-Call’ system, with sanctions for students who truant lessons or leave school without permission.

**Attendance Intervention Process**

Our attendance intervention is designed to identify and support students whose attendance falls below expectations of 95%. This will involve parent contact, meetings, and support plans when students' attendance falls below the national persistent absence threshold of 90%.

We appreciate your cooperation in working with us to keep your child engaged and successful in their learning.

**Stage 1 – Pupil Attendance Meeting (PAM): Tutor**

If attendance drops below 95%, tutors will contact parents/carers to raise awareness. You may be asked to explain unauthorised absences and provide evidence.

A meeting with your child and their tutor will set targets for improvement. Attendance will be monitored, and if issues persist, the process will escalate to Stage 2.

**Stage 2 – School Attendance Meeting (SAM 1): Pastoral Team**

This meeting is arranged if attendance:

· Declines further after PAM

· Falls below 90% (persistent absence national threshold)

· Shows a pattern of unauthorised absences (O, G, U codes)

· Shows ongoing sickness patterns

Led by the Pastoral Leader or team, parents/carers will be invited to discuss concerns and agree on targets monitored over two weeks. Continued issues will lead to a review meeting (Stage 3).

**Stage 3 – School Attendance Review Meeting (SAM 2): Raising Standards Leader**

Parents/carers meet with school staff to discuss barriers, support needs and identify further strategies that could be enlisted/provided to improve engagement.

Attendance is monitored over two weeks. If no improvement occurs, the case will be referred to the Education Welfare Service.

**Stage 4 – Local Authority Education Welfare Meeting (LA EWM)**

If attendance concerns remain despite school efforts, a formal meeting is arranged with parents/carers, school staff, and an Education Welfare Officer.

Purpose:

· Identify barriers to attendance

· Provide practical support and advice

· Set clear attendance targets and responsibilities

· Inform parents about potential legal consequences

· Prevent further escalation through early intervention

**Education Welfare Officer (EWO):**

The Education Welfare Officer supports families and schools to improve attendance and help pupils succeed. Abbeyfield uses the services of the LA Education Welfare Service.

Our Pastoral Leaders regularly liaise with the EWO to discuss student/s attendance. In collaboration with the Education Welfare Officer (EWO), the school can serve a fixed penalty notice or begin prosecution/court proceedings.

**Praise and Rewards:**

We actively recognise, celebrate, and reward excellent attendance and improvements, which are in the form of:

· Tutors award

· Weekly 100% & High Attendance Letters of recognition

· Rewards assemblies

· Certificates

· 100% attendance raffles

· Rewards Trips (Thorpe Park)

· Lunch Queue Jump