



# ATTENDANCE MATTERS

# PUNCTUALITY MATTERS



Attendance Figure	Impact on Education	Interventions & actions to be taken
100 % 190 days in school 0 days absence	2023 results: 0.9 progress – top 3% of students nationally  Best chance of success	<ul style="list-style-type: none"> <li>➤ Certificates for perfect attendance</li> <li>➤ Texts/Letters home to celebrate attendance</li> <li>➤ Achievement assemblies</li> <li>➤ Challenge 96 winning Tutor Prizes</li> </ul>
95% 185 days in school 9.5 days absence 78 lessons missed	2023 results: 0.7 progress - top 8% of students nationally  Less chance of success	<ul style="list-style-type: none"> <li>➤ Each day of absence challenged by attendance team</li> <li>➤ Student to track absence in knowledge organiser</li> <li>➤ Return to School meetings after each absence</li> <li>➤ Tiered letter sent</li> </ul>
90% 171 days in school 19 days absence 95 lessons missed	2023 results: 0.0 progress – students achieve in line with national average (58% of all students)  Less chance of success	<ul style="list-style-type: none"> <li>➤ Each day of absence challenged by attendance team</li> <li>➤ Return to School meetings after each absence</li> <li>➤ Tiered letters sent advising of the consequences of low attendance</li> </ul>
Less than 90%  PERSISTENT & SEVERE ABSENCE	2023 results: -0.6 progress – bottom 8% of students nationally  Serious impact on education	<ul style="list-style-type: none"> <li>➤ Attendance cause for concern meeting and contract</li> <li>➤ Each day of absence challenged by attendance team</li> <li>➤ Investigation into the cause of poor attendance</li> <li>➤ Referral to EWO, CME and Social Services (ECIRS)</li> </ul>

Staged Interventions based on declining attendance
<p><b>Stage 1 – attendance below 96%</b></p> <ul style="list-style-type: none"> <li>➤ Tier 1 letter sent to parents/guardians advising of the consequences of poor attendance</li> <li>➤ Attendance call advising of consequences of missed learning by attendance officer</li> <li>➤ Return to school meetings</li> </ul>
<p><b>Stage 2 – attendance continues to fall, and student becomes PA</b></p> <ul style="list-style-type: none"> <li>➤ Tier 2 letter sent</li> <li>➤ EHAP opened</li> <li>➤ HOY to call meeting to explain the consequences of missed learning</li> <li>➤ Year 11/13 informed (call home) of the risks of missed learning and accessing next level of education</li> <li>➤ Home visits for 3 days no contact</li> </ul>
<p><b>Stage 3 – No improvement seen – Persistent/Severe absence</b></p> <ul style="list-style-type: none"> <li>➤ Tier 3 letter sent and contract meeting held</li> <li>➤ Referral to additional services</li> <li>➤ Regular review, monitoring and parental meetings</li> <li>➤ EWO Fixed Penalty Notices – G Codes</li> </ul>
<p><b>Stage 4 – Persistent/Severe absence</b></p> <ul style="list-style-type: none"> <li>➤ EWO referral and court action</li> <li>➤ Home visits</li> <li>➤ Referral to social services and additional external agencies</li> </ul>

**High Attendance and Perfect Punctuality Culture**  
 DMHS has high expectations when it comes to attendance. The site is welcoming, and all staff want to see all students in every lesson.

**Universal offer:** Registers taken each lesson promptly to correctly track attendance, free breakfast offered for each student to encourage early start to school, engaging lessons and quality first teaching, attendance accountability tutor session, attendance figure tracked on MyEd and shared with parents, challenge 96, assemblies on the importance of good attendance, parent bulletins sharing the importance of high attendance, Attendance Matters poster, homework clubs, clear values leading to sense of belonging, library open daily with computer access and hire, parental events explaining the importance of high levels of attendance, medical room, regular monitoring & analysis of data, pastoral support workers team to manage behaviour and attendance concerns.

**Absence interventions – Early intervention centered around emotionally intelligent responses**  
 1st day attendance calls, follow up calls for non-accepted excuses, absence text reminders, return to school meetings, unapproved holidays referred for fixed penalty notices, tiered letters warning of the consequences of poor attendance, reports to EWO for poor attendance, reports sent to EWO for poor attendance and lack of communication with the school, Attendance contracts with pupil and parent, EHAPs, Social Services (ECIRS) referrals, School nurse referrals and IHCP meetings.

**Working Together To Improve Attendance – Additional Services and referrals**  
 Inclusion support/ Behaviour interventions/ Safeguarding disclosures/ Connexions & careers department/ Homework clubs/ Multi-Agency Meetings/ Safer Schools Police Officer/ SAFE Adolescent Services/ Reintegration support packages/ Ealing Attendance Team/ ECIRS/ Pupil, parent & school attendance contract meetings/ EHAP/ TAF & TAC/ CAHMS/ Educational Welfare Officer/ NHS School Nurse/Academy 21/ Fresh Start.

**Staffing:**  
**SLT** to review and analysis trends in the data and implement programmes to address lower levels of attendance  
**HOY** to coordinate referrals to social service for low levels of attendance (PA&SA). To host attendance contract meetings  
**Dep HOY** to lead on parental contact prior to formal attendance meetings. To advocate for good attendance across the year group and host pre-contract meetings to support parents/children to have good attendance  
**Attendance team** to review data to ensure precise tracking of attendance and to send tiered letters. To initiate contact with the EWO for referrals for fines and attendance meetings. Home visits completed.  
**PSW** to host return to school meetings with PA students and challenge parents on poor attendance

**Quality Assurance**  
 Regular and robust monitoring and analysis of student attendance and punctuality data/ Audits of coding/ Tutorial observations and quality check of attendance session/ Knowledge organizer looks/ observations of attendance assemblies/ tracking of missing registers and follow up with staff/ SLT involvement with attendance meetings/ Daily, weekly, half termly attendance tasks/ Training for scripting conversations and relationship building

**Punctuality Interventions and Universal Offer:**  
 Lateness directly challenged with each student, lateness reflection sheet during 8:55-9:10, SLT conversations with U code lateness, Tiered warning letters, referral to EWO, Staff 50:50 to encourage quick movement between lessons/ SLT presence at key junctions/ tiered letters for punctuality concerns.