



**DRAYTON MANOR HIGH SCHOOL**  
**ATTENDANCE MEETING QUALITY ASSURANCE**

Date		Staff in attendance	
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What	RAG	Follow up	Who	When
Attendance meeting planned with one week notice for all stakeholders				
Letter provided for and signed by family detailing <ul style="list-style-type: none"> <li>- Student attendance</li> <li>- Specified targets for student</li> <li>- Point of contact at the school</li> <li>- Support</li> </ul>				
Meeting follows defined script <ol style="list-style-type: none"> <li>1. Welcome and positives</li> <li>2. The value of attendance at 96% and above</li> <li>3. The current situation</li> <li>4. Discussion surrounding family concerns regarding child</li> <li>5. Support measures</li> <li>6. Agreed targets and review dates</li> <li>7. All parties sign, including student and parent</li> </ol>				
Appropriate challenge is presented to parent/child on their attendance				
Meeting is focussed on actions to improve attendance				
Where appropriate, temporary measures are agreed to support improved attendance with agreed end date				



## DRAYTON MANOR HIGH SCHOOL

### CONTRACT OVERVIEW AUDIT

Date		Year Group Focus	
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What	RAG	Follow up	Who	When
Tiered letters have been sent for students with threshold attendance				
Contract meetings for identified students are completed within 2 weeks of threshold				
Review meetings are logged and minuted				
Where gaps are present, there is a note to explain with a follow up action				
Student attendance is improving following attendance meetings				
Where it is not, the next stage in the protocol has been implemented in the correct timeframe				
Celebration letters are sent to students with significantly improved attendance				