Spring Term 2023-2024 – Attendance tasks and QA

WEEK	MONTH		Monday		Tuesday		Wednesday		Thursday		Friday
17	JAN	8	STAFF TRAINING DAY	9	Failure to return to school phone calls – year 11 priority	10	G codes for holidays and enter onto gateway	11	Coding review	12	Year 10 Tier Letters
					SLT year links/HOY/ Attendance team		Attendance officer > Pastoral manager		Attendance officer > Pastoral manager > SLT attendance		Pastoral Manager > HOY 10/SLT Link
					Poor excuses/ return from holidays – correct coding to G codes where needed		Check coding and 3 days of G code to be put on the gateway. Check with EWO for consistency of approach with other schools		Check quality of coding: G codes, no approved illness, no gaps, missing students chased, comments, incomplete registers. Observe 1st day absence calls and the nature of the challenging conversation.		Names included & names to be removed. Follow up responses to parental queries
					End of 10/1/24		8/1/24		Immediate corrections made and reported to Attendance officer. Staff with missing registers: LM notified.		16/1/24
					Review G codes and fines by 8/2/24		Coding checks		18.1.24		16/1/24 and before send
18		15	Tutor programme QA – Learning walk/questionnaire of students	16	Tutor programme QA – year 11	17	Year 10 and 11 Tier Letters	18	EWO on site – meeting SA students	19	PSW Attendance. Lates procedure. Attendance contract meetings
			Tutor/Assembly SLT Lead and SLT links HOY to report back in LM		Tutor/Assembly SLT Lead and SLT links HOY to report back in LM		Pastoral Manager > HOY 10 &11/SLT Link		HOY/ Pastoral manager/ Attendance officer > SLT attendance Lead		PSW Attendance/ Student reception > SLT attendance
			Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters		Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters		Names included & names to be removed. Follow up responses to parental queries		SA cases reviewed and attendance contract meetings re-established.		Deputy HOY to evidence numbers of students taken to FR for lates. Review process of SLT on calls conversation for lates. Observe return to school meetings and pre-emptive phone calls of PSWs. Review tracking and quality of challenging nature of the call.
			Identify tutors of concern – HOY to challenge		Identify tutors of concern – HOY to challenge		19/1/24		HOY > SLT attendance to review nature of challenging conversation and deliver feedback and progression points		Provide immediate feedback on quality and model if required.
			Weekly review of tutor slides and student voice		Weekly review of tutor slides and student voice		19/1/24 and before send		Feedback given on the day. EWO to provide feedback on practices in comparison to other LA schools		Weekly review of students of concern and change of timetable to working day
19		22	Tutor programme QA – Learning walk/questionnaire of students	23	Tutor programme QA – year 11	24	Year 7, 8 and 9 Tier letters	25	Coding review	26	Year 10 Tier Letters
			Tutor/Assembly SLT Lead and SLT links HOY to report back in LM		Tutor/Assembly SLT Lead and SLT links HOY to report back in LM		Pastoral Manager > HOY 10 &11/SLT Link		Attendance officer > Pastoral manager > SLT attendance		Pastoral Manager > HOY 10/SLT Link
			Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters		Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters		Names included & names to be removed. Follow up responses to parental queries		Check quality of coding: G codes, no approved illness, no gaps, missing students chased, comments, incomplete registers		Names included & names to be removed. Follow up responses to parental queries
			Identify tutors of concern – HOY to challenge		Identify tutors of concern – HOY to challenge		26/1/24		Immediate corrections made and reported to Attendance officer. Staff with missing registers: LM notified.		16/1/24
			Weekly review of tutor slides and student voice		Weekly review of tutor slides and student voice		26/1/24 and before send		1.2.24		30/1/24 and before send

Week 20

29	30	31	1	2
Tutor programme QA – Learning walk/questionnaire of students	Tutor programme QA – year 11	Punctuality Letters	Coding review	PSW Attendance Lates procedure Attendance contract meetings
Tutor/Assembly SLT Lead and SLT links HOY to report back in LM	Tutor/Assembly SLT Lead and SLT links HOY to report back in LM	Pastoral Manager > HOY/SLT Link	Attendance officer > Pastoral manager > SLT attendance	PSW Attendance/ Student reception > SLT attendance
Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters	Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters	Names included & names to be removed Follow up responses to parental queries	Check quality of coding: G codes, no approved illness, no gaps, missing students chased, comments, incomplete registers	Deputy HOY to evidence numbers of students taken to FR for lates. Review process of SLT on calls conversation for lates. Observe return to school meetings and pre-emptive phone calls of PSWs. Review tracking and quality of challenging nature of the call.
Identify tutors of concern – HOY to challenge	Identify tutors of concern – HOY to challenge	2/2/24	Immediate corrections made and reported to Attendance officer. Staff with missing registers: LM notified.	Provide immediate feedback on quality and model if required.
Weekly review of tutor slides and student voice	Weekly review of tutor slides and student voice	2/2/24 and before send	8.2.24	Weekly review of students of concern and change of timetable to working day

Week 21 — FEB

5	6	7	8	9
Tutor programme QA – Learning walk/questionnaire of students	Tutor programme QA – year 11	Late to Lesson letters	G codes for holidays and enter onto gateway	PSW Attendance Lates procedure Attendance contract meetings
Tutor/Assembly SLT Lead and SLT links HOY to report back in LM	Tutor/Assembly SLT Lead and SLT links HOY to report back in LM	Pastoral Manager > HOY/SLT Link	Attendance officer > Pastoral manager	PSW Attendance/ Student reception > SLT attendance
Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters	Consistency of approach/ Planner usage/ Difficult conversations/ Challenge 96 posters	Names included & names to be removed Follow up responses to parental queries	Check coding and 3 days of G code to be put on the gateway. Check with EWO for consistency of approach with other schools	Deputy HOY to evidence numbers of students taken to FR for lates. Review process of SLT on calls conversation for lates. Observe return to school meetings and pre-emptive phone calls of PSWs. Review tracking and quality of challenging nature of the call.
Identify tutors of concern – HOY to challenge	Identify tutors of concern – HOY to challenge	9/2/24	8/1/24	Provide immediate feedback on quality and model if required.
Weekly review of tutor slides and student voice	Weekly review of tutor slides and student voice	9/2/24 and before send	Coding checks	Weekly review of students of concern and change of timetable to working day

Legend

Colour	Meaning
(red)	Attendance task
(orange)	Task completed by/ QA by
(yellow)	Checking for
(green)	Follow up with staff by
(blue)	Review system by