

## Period by Period Attendance Monitoring

In order for all young people to be successful and have high attainment, they need to have high attendance at school, and they also attend and be on time for all classes.

To support young people's attendance in classes and to inform parents timeously where there are any discrepancies, the following period by period attendance monitoring procedures will commence from Monday 24<sup>th</sup> October 2022.

### Procedure

The office staff will run an attendance report 10 minutes after the start of each period and then automatically send text messages for any discrepancy. ***There will no longer be a need for yellow slips to be sent to the office.***

We have some young people who would raise additional concerns should they have a discrepancy. In this case the office will highlight this to rota.

Parents will be asked to contact the school to discuss the absence.

### Class Teachers

- Registers must be accurately completed **within the first 10 minutes** of the lesson

### Pupil Support

- Respond to calls from parents regarding absence

### Rota

- Check for pupils where additional concerns exist
- Check for pupils who have left their class and not returned
- Respond to calls from parents when Pupil Support are unavailable

### All Staff

- Ensure that the office are aware of **all times** that a young person is out of class with permission e.g. a school trip or working with an extracted support group, so that registers can be amended
  - For planned reasons, ensure the office are aware well in advance
  - For unplanned reasons, ensure the office are aware during the first 10 minutes of the period

**Please note:** Persistent late coming to a specific class should be dealt with as per the current faculty policy, including late coming after interval/lunch.

Please advise Pupil Support, via Faculty Heads, of any specific and persistent issues that exist with a pupil's late coming and/or attendance to class.

