



Year 7-11 Attendance Action

In line with national guidelines, Beechen Cliff expects pupils' attendance to be 100%.

Pupil is Absent

Attendance contact home, ideally within 60 minutes of registration

Absence pattern emerges

Concern Letter sent by DHOH
(Review attendance after 3 weeks and second letter sent if needed)

Third absence concern – Letter sent by KSM

SCHOOL ATTENDANCE MEETING (SAM) HELD
Engaged agencies invited, impact and implications of continued absence explained, targets set.
Letter sent after the meeting by KSM.

Letters and commendations to be produced by SQE on behalf of DHOH.

Copies of all letters to be shared with KSM/HoH/ NR & JC.
TDM to review all attendance and actions termly with DHOH.

SAM targets reviewed and met – Letter sent by KSM. Attendance monitoring to continue.

PENALTY NOTICES may be issued through the LA for unauthorised holidays. KSM to inform parents.

SAM targets not met - Letter sent by KSM
KSM to contact CMES

Case to be referred to CMES to take to conclusion (may lead to prosecution in the Magistrates Court where on conviction parents would be liable for a fine of up to £2500 and/or 3 months imprisonment)

LATES
Failure to sign in = 20 mins detention after school that day
2+ in a week = 30 min detention with DHOH on Friday after school that week
Missed DHOH detention = 45 min detention with DHOH on Friday after school the following week
2+ DHOH detentions in a term = 1 hr HM detention on a Friday after school.
Missed HM detention / subsequent lates = Saturday morning detention.

REWARDS
99%/100% Attendance and No Lates = Commendation Sheet awarded by DHOH in House Assembly to be stuck in journals
Formal Commendation Letters to pupils from DHOH at end of Easter/ Summer Terms.
Presentation in summer Final Assembly to all pupils with 100% attendance for the whole year

TUTOR GROUP ATTENDANCE
Wall charts in tutor rooms with tutor, house and overall attendance to be updated at least termly with details from DHOH.