

Attendance monitoring and support at Corfe Hills School

Below outlines our typical approach to attendance monitoring and the support offered when attendance becomes a concern for a child at Corfe Hills School. This is not an exhaustive list but provides an overview of the likely procedures that take place and the staff support available.

Checking students are in school and in lessons

Students suspected not to be in school

- The Attendance Officer will call home to check the reason for absence, typically before 10am.
- If there is no response, an email and voicemail will be left.
- Follow-up calls will be made if no response is received within a reasonable timeframe. Students will remain uncoded until a response is received.

Students suspected not to be in lesson

- Class teachers will issue an 'emergency alert' for students who are absent from lessons but not absent from school.
 - Staff working with students during timetabled lessons are responsible for sharing this information with relevant staff and the Attendance Officer.
 - On-call staff will locate the student and liaise with relevant staff as appropriate, including the Attendance Officer, Pastoral Team, and Year Team.
 - Regular 'N' code checks are run throughout the day by the Attendance Officer, they will alert on call staff with any concerns.
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Support for students to attend school

Following absence due to illness

- The Attendance Officer and/or Pastoral Support Team will make same-day contact with home to offer support with returning to school following illness.
- An 'Under the Weather' form is available on the school website for families to complete to ensure students are supported when in school.

Absence due to school-related concerns

- Bespoke support will be put in place based on information shared.

- This support will often be led by the Pastoral Support Team, supported by the Attendance Officer.
 - Where possible, support will be implemented at the earliest opportunity.
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Regular attendance checks and support

- Bespoke attendance letters will be sent regularly to parents (approximately half-termly).
 - Letters will include current attendance figures and details of support offered where relevant.
 - The Attendance Officer will monitor the attendance of key groups with a particular focus on disadvantaged students. This is not an exhaustive list but will include students with SEND, in receipt of Pupil Premium funding, and students open to social care. Where attendance is below the school average, intervention and support will be arranged.
 - Patterns of absence will be monitored and, where relevant, shared with appropriate staff to ensure early signs of possible attendance issues are dealt with swiftly and proactively.
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Home visits

- The Attendance Officer and/or Pastoral Teams may arrange home visits to support attendance.
 - Likely scenarios include: If a student has not attended school for 5–10 days, the school may arrange a safe and well home visit. o If a child is unable to attend school to discuss their attendance, consideration will be given for a meeting with the Attendance Officer or Pastoral Support Team to take place in the child's home. o Safeguarding concerns where the Designated Safeguarding Lead or Deputy Safeguarding Lead deem it necessary.
 - Home visits will, wherever possible, take place with the agreement of parents/carers at a mutually convenient time, with another adult present (e.g., a parent or two members of staff).
 - Staff conducting home visits will make this known to other relevant staff at the time to ensure appropriate information can be shared.
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Addressing significant low attendance, non-improvement, persistent absenteeism, or severe absence

- Families will be alerted via letter where there is a significant attendance concern.
- This will often lead to an invitation to attend a meeting in school where further discussion can take place and support can be implemented to help improve attendance.
- Where deemed necessary by the school, formal procedures such as a Notice to Improve, or fast-track process, as outlined in the Attendance Policy, may be utilised. The school is legally required to consider a fixed penalty notice when a child has missed 10 or more sessions (5 days) within ten weeks for unauthorised reasons. More information can be found here:
<https://educationhub.blog.gov.uk/2024/08/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>
- On occasion, where a dip in attendance is noticed, families or students may be invited to a one-off meeting to discuss specific issues.
- The school actively encourages families to get in touch as soon as any attendance-related concern arises. This can be done via the Form Tutor or the relevant Year Group Student Support Manager.