

# ALDRIDGE SHS ATTENDANCE MANAGEMENT PLAN FLOWCHART – YEARS 7, 8, 9 & 10 (YLC TASKS)

<b>STAGE 1</b> <b>Proactive incentives for students attending school</b>	Attendance and engagement are regular topics for discussion
	1. YLCs to highlight students at risk to HGTs at start of each term
	2. Incentive and reward programs are constantly engaged with
	3. Students are constantly encouraged to monitor their own attendance rates in HG

<b>STAGE 2</b> <b>Care and Concern</b>  <b>Student Welfare Enquiry</b>	Consecutive days of unexplained days absence (3 and 10 days)
	1. Daymap automatically generates SMS at 3 and 10 consecutive days UA with cc to YLCs
	2. YLCs oversee assessment, collation and distribution of relevant information to GO, School Nurse, HODs, YSC, CEC
	3. YSC phones home after 10 consecutive days UA and records in OncSchool Contacts

<b>STAGE 3</b> <b>Notice to Monitor Closely</b>	Attendance first drops below 85%** with no acceptable explanation as per Section 178(4) of the <i>Education (General Provisions) Act 2006</i>
	1. YLC liaises with Deputy and a <u>Notice to Monitor Closely Letter</u> sent home (Kaye Hoyes) OneSchool entry made and Deputy notified when letter sent home (Kaye Hoyes). Recorded in OneSchool Contacts
	2. 'Every Day Counts' information included with letter
	3. Relevant information passed onto YLC, GO, School Nurse, HODs, YSC, CEC
	4. Situation monitored by YLC and YSC

\*\*based on data from OneSchool

- Any improvements in attendance is praised in discussions between the student and their HGT and/or YLC.
- The YLC can also communicate with home in the event that attendance has improved to provide positive feedback and to gain any further background information.
- Whole school initiatives are also used to encourage high attendance rates.

<b>STAGE 5</b> <b>Step Two Process Initiated</b>	No significant improvement** or non-attendance at scheduled meeting despite receipt of Step 1 Letter and further follow up via email or phone
	1. YLC, YSC and/or case manager liaises with Deputy and a <u>Step 2 Letter</u> sent home (Kaye Hoyes registered post) Details recorded on OneSchool and meeting with Principal scheduled (Kaye Hoyes)
	2. Meeting held between Principal and parents. All avenues explored which may lead to an increased engagement at school (OneSchool entry made)
	3. An enrolment exemption <u>may</u> be negotiated at this time
	4. Relevant information passed on to GO, School Nurse, HODs, YSC, CEC
	5. Situation monitored by Principal via Deputy

<b>STAGE 4</b> <b>Step One Process Initiated</b>	No significant improvement** despite Notice to Monitor Closely letter and follow up via email or phone call from YLC
	1. YLC liaises with Deputy and a <u>Step 1 Letter</u> sent home (Kaye Hoyes registered post) OneSchool entry made and meeting with Deputy scheduled (Kaye Hoyes). Details recorded on OneSchool.
	2. Meeting held by Deputy, YLC and parents Student's behaviour, effort, results and subjects discussed (OneSchool entry made)
	3. YLC to decide in liaison with Deputy whether case management is required
	4. Relevant information passed on to GO, School Nurse, HODs, YSC, CEC and included in Welfare Minutes
	5. Situation monitored by YLC and YSC in liaison with Deputy

<b>STAGE 6</b> <b>Step Three Process Initiated</b>	No significant improvement** or non-attendance at scheduled meetings despite further follow up via email or phone
	1. YLC, YSC and/or Case Manager and Deputy liaise with Principal
	2. A progression to prosecute parent/guardians is made at the Principal's discretion
	3. All relevant data and correspondence is compiled