



Supporting Positive Attendance Overview

Our Process:

Student Services Co-ordinators (SSC) & Centre Co-ordinators

The College has three Student Services Coordinators aligned to each vocational area. These members of staff act as first responders to all absences:

- ❖ Texts and phone calls to all absent students along with parent/carers resulting in an agreed outcomes (i.e. agreement of when student will be next in)
- ❖ Develop support and challenge relationship with students that have barriers to attendance
- ❖ Record all communications on Arbor
- ❖ Directly communicate all interventions with tutors and SLT
- ❖ Work with a case load of students to support attendance and engagement
- ❖ Monitor and support progress of students with clear barriers to attendance
- ❖ Meet individually with the Principal each week to review attendance for each area, assess impact of interventions and determine need for escalation, as necessary

Our Process:

Academic Tutors

Every teaching group has an aligned academic tutor. They are accountable and responsible for the students in this groups progress and progression.

- ❖ Ensure that work is set for absent students on Classroom
- ❖ Remain up to date on all communication with their students on Arbor
- ❖ Support and challenge students directly (and publicly) in regard to any poor punctuality & attendance
- ❖ Maintain up to date action plans for all poorly attending students
- ❖ Monitor and support progress of students with clear barriers to attendance
- ❖ Meet with SSC at least weekly to review case load of students requiring support with attendance and engagement and assess **impact**

- ❖ Meet with Head of Curriculum (vocational) on a fortnightly basis to review attendance, action plans and students agreed to be educated offsite

Additional Guidance for Academic Tutors

Absent student with overall good attendance:

- ❖ On day of absence ensure that work is set and student has been emailed

Absent student with poor attendance/on an action plan:

- ❖ On day of absence ensure that work is set and student has been emailed
- ❖ On day of absence contact student and/or parent/carer to challenge absence and confirm next attendance
- ❖ Update action plan
- ❖ Escalate to Head of Curriculum for further intervention (as needed)

Our Process:

Learning Support Team:

- ❖ Actively monitor attendance of students with an EHC plan.
- ❖ Pass on concerns to the academic tutor with any relevant information held within the department.
- ❖ Learning Support will work with academic tutors and the curriculum management team to identify barriers to attendance and follow up on actions agreed as per students' Action Plans for attendance.
- ❖ To inform and support tutors on SEN matters that may impact on the classroom and contribute to the execution of action plans where it is appropriate to do so and support completion of action plan targets (as directed).

Our Process:

Senior Leadership Team

- ❖ Operations Manager – Production of accurate and meaningful attendance data at group level, class level and individual level. Assurance that focus is on monitoring current attendance levels, i.e. student attendance over the last half term, to ensure declining attendance can be identified quickly and interventions can occur.
- ❖ Heads of Curriculum – meet every week to review attendance at course level and at group level for each area, assess impact of interventions (including action plans) and determine need for escalation, as necessary
- ❖ Attendance Panel – Chaired by the Principal meets every week to review attendance at course level and at group level for each area, assess impact of interventions (including action plans) and determine need for escalation, as necessary. For example, agreement of formal warnings to students and other aspects of the disciplinary process, or referral to Safeguarding panel.
- ❖ SLT Meetings – Standing agenda item for all SLT meetings

- ❖ Curriculum Team Meetings – Standing agenda item for all team meetings
- ❖ Celebrating Success – Half termly awards for students and teaching groups with high attendance

Appendix 1: Academic Tutor By Course

Brighton:

Games L2 Steve Luke

Games L3 Yr1 Paul Oliver and Lucie Eldridge

Games L3 Yr2 Paul Oliver and Steve Luke

Media L2 Ilse Mikula

Media L3 Ralph Bronstein

Music L2 Aaron Seigel and Neil Emery

Music L3 Yr1 Neil Emery

Music L3 Yr2 Aaron Seigel

Bexhill:

Games L2 Lucie Eldridge

Games L3 Will Ansell

Media L2 Jon Renouf

Music L2 and L3 Leon Fenton

Appendix 2: Attendance Aide Memoire

Key Points for monitoring student attendance across College are identified below:

- Does improving attendance form a focus for meetings across your college?

If so, what kind of meeting and when is attendance discussed?

- How is attendance data scrutinised across your college and who by? Where are the results of such work shared?
- Is there a focus on poor punctuality to school – if so what are the consequences for students?

How is poor punctuality reported to parents?

- How much involvement do academic tutors have with helping to raise levels of attendance
- Is attendance data shared with tutors and subject teachers?
- Does attendance ever form part of SLT meetings or wider staff briefings?
- At what stage are parents involved in working with the school to help improve attendance?
- Have you introduced individual student action plans for those who have poor attendance?
- Does the SLT have a target for the centre with regards to attendance?
- Are tutor groups set an attendance target?
- What rewards are in place to recognise good and improving attendance?
- How is weekly improvement monitored and recognised?
- Is there a programme of attendance rewards?

Monitoring attendance:

- How is student attendance monitored...and by whom?
- How are CME monitored – who is responsible for follow up?
- How are attendance safeguarding concerns reported – is there a good relationship with LA?
- Is weekly attendance monitored and data shared with tutors? What actions are in place to address poor attendance? When do Senior Staff become involved?
- At what stage is there cause for concern and how is absence followed up?
- Is monthly attendance monitored and if so what actions are in place to help address poor attendance?
- How is unauthorised attendance monitored and what follow up action is put in place if this level becomes too high?
- Is attendance data published for display for students?
- Do students work on any individual attendance profiles?
- Are there any posters displaying the importance of good attendance?