



## **JFS ATTENDANCE POLICY AND PROCEDURES: YEARS 7-11**

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## JFS School

The Mall, Kenton, Harrow, Middlesex HA3 9TE

### JFS ATTENDANCE POLICY: YEARS 7-11

*This policy should be read in conjunction with the Safeguarding Policy and Behaviour Policy.  
Reviewed in the Autumn Term 2016. Next review date will be Autumn Term 2017.*

#### PART 1

##### STATEMENT OF INTENT

JFS School seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise their true potential. To this end we aim to encourage and assist all students to achieve excellent levels of attendance and punctuality.

The School will strive to provide a welcoming, caring environment, whereby each member of the School community feels wanted and secure. All school staff will work with students and their families to ensure each student attends school regularly and punctually.

The School will establish a system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping. The School will also challenge the action of those students and parents who give low priority to attendance and punctuality.

To meet these objectives, the School will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide advice and support.

##### 1. SESSION REGISTRATION

Registration will be carried out at 8.30 am and at 1.35 pm (12.30 pm and 1.10 pm on winter and summer Friday's respectively). Registers will be marked promptly at these times. Should a student arrive after the start of registration but before the registers have closed he/she will be marked as late for that session. The AM register closes at 9.00 am. If a student arrives after the register has been closed they may be marked in with a code U (late after register is closed) which would mean an absence for that session. If a student is late for the 1.35 pm register, they will be marked as late for that session. Registers will be marked in accordance with the guidelines in appendix 4.

##### 2. TYPES OF ABSENCE

All schools must, by law, publish their rates of absence. There are two types of absence:

- **Authorised Absence**

An authorised absence means that a student has had an absence from School for an approved reason. For example, a student may be on an educational visit or some other school activity that takes place out of School but during school time. Illness and urgent medical treatment are also authorised absences. JFS will need written explanation from parents in order to authorise these absences. Routine dental, optical and GP appointments should be made outside school hours. However, it is understood that specialist hospital, clinic, orthodontic and other exceptional appointments may have to be made during school hours. There may also be other exceptional circumstances where an absence may be authorised by the School but parents must contact JFS, at least two weeks in advance, to receive formal agreement **before** acting.

- **Unauthorised Absence**

Unauthorised absence is an absence from School without any explanation from parents, or where the reason for absence is one that JFS cannot authorise. For example, meeting a relative at Heathrow airport, looking after younger siblings, oversleeping the day after a friend's Bar Mitzvah, are all reasons that JFS has received in the past and are not acceptable. Students may not miss school for these or other such reasons.

When a student is absent due to illness, parents must call the School Attendance Administrator in the morning on each day of absence (0208 206 3100). A note of any such phone call or other communication will be recorded by the Attendance Administrator. Failure to notify will result in the School sending a text message via Keep Kids Safe (School Attendance Monitoring System), requesting an explanation. Parents may also notify absence via e-mail to: [7-11attendance@jfs.brent.sch.uk](mailto:7-11attendance@jfs.brent.sch.uk) and mark it for the attention of the Attendance Administrator. A letter of explanation will be expected when a student returns to school if no other notification has been received. Failure to do so will result in an unauthorised mark being recorded.

### 3. LATENESS

All students must arrive at their tutor base by 8.30 am and lesson 5 by 1.35 pm (12.30 pm and 1.10 pm on winter and summer Fridays respectively). Any student who arrives to roll call after this time will be marked in with a code L (late) by their tutor or subject teacher. Students who arrive at school from 8.40 am onwards should sign in outside the Attendance Administrator's office and will receive a stamp in their student planner and receive an L code on SIMS. Any student arriving after 9.00 am must sign the Late List at security. A letter of explanation must be brought directly to the Student Helpdesk after signing in. The AM register closes at 9.00 am. If a student arrives after the register has been closed they may be marked in with a code U (late after register is closed) which would mean an absence for that session.

- Good reasons for lateness will include unavoidable medical appointments, illness and genuine difficulties. A letter of explanation must be brought directly to the Student Helpdesk after signing the Late List at Security.
- Examples of **unacceptable** reasons are:
  - “My alarm clock didn't go off.”
  - “The car wouldn't start.”
  - “I forgot [something] and went back to get it.”

Student punctuality will be monitored by the Year Team (see appendix 1).

### 4. RESPONSIBILITIES AND ROLES

Helping to create a pattern of regular attendance is everybody's responsibility – parents, students and all members of school staff.

We expect, of course, 100% attendance. However, we are realistic when it comes to illnesses or exceptional family circumstance. Nonetheless, we consider attendance below 95% not to be satisfactory.

#### 4.1 Students

School attendance is compulsory. Students must register with their tutor in the morning and subject teacher in the afternoon. If students have been unable to attend, the School must be informed of the reason as soon as possible.

All students other than Sixth Formers must remain on the School premises throughout the day.

The School day begins at 8.30 am. If students arrive very late, that is, after the tutor group has registered and left the Tutor base to go to the first lesson, they must sign in either at Helpdesk if they have arrived before 9.00 am or at the Security Office (if after 9.00 am) and fill in details on the Late List. The School needs to know students are in School, in case there is a fire or some other emergency.

Students who are late must take a letter with their reason for lateness to the Attendance Administrator at Helpdesk.

If students wish to come to School particularly early for Minyan at 7.15 am – 8.30 am and remain for the Shiur at 8.30 am – 8.40 am then they will be registered there and not need to go to Roll Call.

If, in exceptional circumstances, students need to leave School early, e.g. for an unavoidable medical appointment, they should bring a note from home to their Head of Year 24 hours in advance and this note will subsequently become their Exit Permit. If granted an Exit Permit, they must go to the Reception at the stated time to hand in their Exit Permit and then sign out at the Security Office. Year Leaders will only authorise medical appointments. All other requests should be sent to the Headteacher two weeks in advance.

## **4.2 Parents**

As with most aspects of schooling, parents and JFS must work in partnership. Parents have the legal responsibility of keeping their children in regular and punctual attendance; JFS will alert parents when their children's punctuality and attendance become a cause for concern.

Parents may not authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents. Parents may be asked to provide evidence in order for the school to authorise absences in cases where the student's attendance is a cause for concern. This evidence may be medical or proof of a plane delay etc.

Parents may be asked to meet with the Education Welfare Officer (EWO) in cases where the attendance is a cause for concern before a referral to the Education Welfare Service (EWS).

Parents can expect the School to keep them fully informed of their child's attendance and punctuality record. Parents can access this up-to-date information using SIMS Learning Gateway.

### **Parents should:**

- Ensure their child of compulsory school age receives suitable full time education.
- Ensure that their child arrives to school on time each day.
- Ensure their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance.
- Always notify the School as soon as possible of any absence. If the absence is more than one day, the School should be notified on each day of the absence unless a date of return is known and the School is made aware.
- Talk to the School if they are concerned that their child may be reluctant to attend.
- Family holidays should be booked for School holidays only.
- Work in partnership with the school and/or Education Welfare Services if there is a concern about their child's attendance.
- Take an active interest in their child's school life and work, including checking SIMS Learning Gateway on a regular basis.
- Attend parents' evening and other school events.
- Ensure that their child completes his/her learning and goes to bed at an appropriate time.
- Be aware of letters from school which their child brings home or are sent via email.

### **4.2.1 Leave during Term**

JFS actively discourages parents making requests to take their children out of school during term time. Parents are expected to take holidays and visit families abroad during the 14 weeks of school holidays. In exceptional circumstances, parents may apply for leave of absence for their children by completing the 'Request for Leave during Term' form (see appendix 7). They will have to provide all the circumstances of their proposed holiday.

Students who are taken out of school for unauthorised leave will be referred to the Educational Welfare Service and parents risk receiving an Educational Penalty Notice (EPN). Parents will be reminded about term time leave and EPN's every year by the school. In the cases of all requests for leave of absence, the Headteacher's decision is final.

### 4.3 School

The School will make attendance and punctuality a priority for all those associated with the school including students, parents and teachers. The School will:

- Implement a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- Implement a systematic approach to gathering and analysing attendance related data.
- Support the maximum possible development of individual students' talents and potential by enabling students to see the value of high attendance rates.
- Encourage excellent attendance and punctuality with a system of praise, reward and sanction.
- Identify and support students with attendance and/or punctuality difficulties.
- Provide positive and consistent communication between home and school and support – giving support, advice and guidance to parents and students to further improve attendance rates.
- Promote effective partnerships with the Education Welfare Service and with other services and agencies.
- Recognise the needs of individual students when planning reintegration following significant periods of absence.
- Be responsible for the safeguarding and welfare of students being educated off-site. By using code B, the school is certifying that the education is supervised and measures have been taken to safeguard pupils. The school will ensure that they place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual students. The school will record the student's attendance using the relevant absence code.
- Review the effectiveness of systems used to monitor attendance and punctuality on a regular basis.

### 4.4 Tutors

#### Attendance

Tutors will:

- Accurately record attendance and absence at AM roll call daily. The only codes that should be used are /, N or L.
- As indicated by the Year Team, dedicate one roll call per week to attendance and punctuality – reward 100% attendance and punctuality from the previous week with achievement points on SIMS.
- Regularly promote good attendance through praise and encouragement.
- Display the School's Attendance Posters in their tutor group classroom and ensures students are aware of the aspirational target.
- Share student's attendance figures and discuss these further during student 1:1.
- Support students with attendance problems in liaison with parents and Heads of Year.
- Remind students weekly of any N codes in their attendance record and ensure they bring a note in to the Attendance Administrator to explain this absence.
- Monitor attendance weekly using the tutor monitor report and update the tracking spreadsheet.
- Track and intervene throughout the month students between 88-93%. (September-February) and 91-95% (March-July). Interventions may often involve a discussion with the student and parent, especially when there is no improvement.

#### Punctuality

Tutors will:

- Set a good example of punctuality by arriving for tutor period and assembly on time.
- Accurately record lateness to registration.
- Check the late detention email and ensure a 'D' is recorded for the appropriate day in the student planner.
- Regularly promote good punctuality through praise and encouragement
- As indicated by the Year Team, dedicate one roll call per week to attendance and punctuality – reward 100% attendance and punctuality from the previous week with achievement points on SIMS.
- Monitor punctuality – stages 1 and 2 (see appendix 3)

## **4.5 Subject Teachers**

### **Attendance**

Teachers will:

- Register each of their classes accurately and within the first 20 minutes of the lesson. The only codes that should be used are /, N or L.
- Email a list of the names of students out on trips, visits or school activities to all staff.
- Support and welcome students returning to their lesson after a period of absence.
- Email the Head of Year if a child is not in their lesson when they are registered in for AM registration.
- Refer cases of truancy from lessons to the Head of Year and make a referral to the Behaviour Team.
- Liaise with the Subject Leader and Head of Year on attendance issues.
- Communicate their concerns regarding persistent absence with parents.

### **Punctuality**

Teachers will:

- Set a good example of punctuality by arriving for lessons on time.
- Record lateness to lessons on the register.
- Record lateness to lessons on SIMS and issue a teacher meeting/ detention if this persists.
- Refer cases of persistent lateness to lessons to the Subject Leader in the first instance.

## **4.6 Head of Year (HOY)/ Pastoral Support Officer (PSO)**

### **Attendance**

The Head of Year/Pastoral Support Officer will:

- Monitor and supervise the work of the Year Team in promoting excellent attendance. Monitor the tracking and intervention spreadsheets.
- Promote excellent attendance through following and supporting the schools attendance and punctuality rewards procedures (see appendix 2).
- Raise the profile of good attendance through assemblies, posters in the offices etc.
- Sanction students and inform parents in all cases of truancy from school.
- Ensure that only legitimate absences are authorised (through liaising with the Attendance Administrator).
- Will issue Exit Permits only for what would constitute an authorised absence and will do so only on the evidence of a written parental request. If in doubt, Heads of Year will contact parents before granting a permit.
- Liaise with the Attendance Administrator, Key Stage Coordinator, SLT lead on attendance and where appropriate, other agencies to communicate concerns and provide support to students and parents experiencing attendance difficulties.
- Track and intervene throughout the month for students below 88% (September-February) and below 91% (March-July). Tracking spreadsheet will be updated each month with comments, interventions and up to date attendance. Monitor student attendance weekly using the Tutor Report.
- Remind students of any N codes in their attendance record and ensure they bring a note in to the Attendance Administrator to explain this absence. Head of Years will do this for any absences that are over a week old.
- Meets with parents and EWO to discuss attendance issues when students fall below 88% (November - February) and below 90% (March – July).
- Send home termly concern letters (see appendix 5).
- Target students with poor attendance in Open Evenings.
- Make referrals to the EWS for students with poor attendance or where parents have taken leave during term time.
- Make provisions for alternative education for students that are not attending school for a medical reason or on long fixed term exclusion.

- Ensure there is a reintegration programme when a student returns from a long term absence.
- Monitor attendance of vulnerable groups – SEN, PP.
- Regular meetings with EWO and attendance lead – discuss attendance of the year group and discuss action points for improvement.
- Ensure Year Team notice boards display whole school attendance target

### **Punctuality**

The Head of Year/Pastoral Support Officer will:

- Monitor punctuality to registrations and lessons.
- Monitor and supervise the work of the Year Team in promoting excellent punctuality.
- Identify and support students with poor punctuality (stage 3, see appendix 3) using a report card.
- Meet with parents and put interventions in place to support students and families to improve punctuality (stage 4 and 5, see appendix 3).
- Promote excellent punctuality through following and supporting the schools attendance and punctuality rewards procedures (see appendix 1).

## **4.7 Attendance Administrator**

The Attendance Administrator will:

- Monitor AM and PM registers.
- Ensure guidance on completing registers is followed e.g. emailing tutors when roll call registers are not completed or completed incorrectly.
- Send an incomplete/missing register list to the Attendance lead at the end of each day and tracking which staff are not completing registers accurately.
- Update the Incorrect Roll Call / Lesson Register spreadsheet daily and send this weekly to the Attendance Manager.
- Ensure registers are correct and updated daily by: checking absence telephone messages/emails/ Late Lists, exit sheets/KKS.
- Ensure that KKS alerts are sent every morning before the end of morning break.
- Produce weekly reports for Year Teams copying in SLT and the Attendance Manager.
- Send weekly report to Year Teams to show where students have an 'N' code.
- Send monthly reports to Year Leaders copying in SLT.
- Identify students with late detentions and enter these detentions on SIMS. List to be sent to all Year Teams weekly.
- Ensure any students on visits or sporting activities are correctly registered on receipt of an email or paper register.

## **4.8 SLT Lead on Attendance**

The SLT Lead on Attendance will:

- Support and monitor Year Leaders to ensure all of the above is taking place.
- Meet regularly with Year Leader's to discuss attendance of the year, especially vulnerable groups.
- Daily missing register email to be sent to colleagues at the end of the day.
- Month overview and trends analysis – key headlines, vulnerable groups, impact of previous month's actions and next steps.
- Work with Year Leaders and colleagues in SLT to raise attendance.
- Meet with students from all year groups to discuss attendance when the need arises.
- Keep up to date with OFSTED requirements for attendance.
- Liaise with attendance officers and EWO.
- Report to governors on attendance termly.
- Meet with staff failing to complete registers on time.
- Review attendance policy regularly.
- Have oversight of the Overview and Trends document.
- Monitor and evaluate interventions.
- Liaise with Governors as appropriate.

**4.9 Headteacher**

The Headteacher is responsible for leadership, direction, organisation and accountability of the school in all areas including attendance.

**4.10 Governors**

The Governors are accountable for the performance of the school, including attendance, to parents and the wider community.

**5. Evaluation and Review**

This policy will be evaluated on an annual basis by the Headteacher, SLT lead on attendance and Attendance Manager and the Governors.

**Approved by the Governing Body**

Signed.....  
Chairman of Curriculum and Student Wellbeing, Behaviour and Attendance

Date \_\_\_\_\_

Signed.....  
Chairman of Governors

Date \_\_\_\_\_

## PART 2

<b>PROCEDURES AND SUPPORTING DOCUMENTATION</b>
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### Appendix 1

#### REWARDS for 100% ATTENDANCE AND PUNCTUALITY

<b>Event</b>	<b>Who's responsible</b>	<b>Resources needed</b>
<p><i>Weekly</i></p> <p>Achievement Points on SIMS on a designated day each week for 100% attendance and punctuality</p>	Tutors	Weekly report sent by the Attendance Administrator on Monday AM.
<p><i>Monthly</i></p> <p>Raffle (in assembly) for 100% attendance and 100% punctuality</p>	Year Teams	Names of students with 100% attendance and punctuality, names taken weekly  £10 voucher
<p><i>Termly</i></p> <p>Congratulatory letters and reward in assembly</p> <p>Tutor group prizes for most improved attendance and punctuality</p>	<p>Attendance Administrator to run report and pass on to Heads of Years. These names need to be checked and passed on to central office to generate the letters</p> <p>Tutor</p>	<p>Names of students with 100% attendance for the term.</p> <p>Prizes</p>
<p><i>Annually</i></p> <p>Awards ceremony</p> <p>Names published in newsletter</p>	Attendance Administrator to run report and pass names on to Heads of Years	Names of students with 100% attendance for the year.

## Appendix 2

### TRACKING AND MONITORING ATTENDANCE PROCEDURES

#### Attendance Tasks: Tutors / Heads of Years and Pastoral Support Officers

<p><b>September</b></p>	<ul style="list-style-type: none"> <li>• HOY and PSO: Names of students with 100% attendance from the previous year to be sent to the central office so that congratulatory letters (letter A) can be sent home.</li> <li>• HOY and PSO: If you put anyone on a GP list from the previous year, an updated letter needs to be sent home informing parents that this will be continuing.</li> <li>• Tutor/ HOY and PSO: Monitors students that had a poor attendance last year.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO: Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<p><b>October</b></p>	<ul style="list-style-type: none"> <li>• HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>• Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>• Tutor/ HOY and PSO – HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>• HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>• Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO: Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<p><b>November</b></p>	<ul style="list-style-type: none"> <li>• From here on, it is recommended that an informal meeting is arranged between the HOY and PSO, EWO, student and parent for students (especially ones that have been tracked in previous years) with an attendance below 88%. Following the meeting a formal letter should be sent home to summarise the meeting and to write that absences will not be authorised without proof of attendance at the surgery from this date on.</li> <li>• Year 11 Open Evening – HOY and PSO to make appointments to see parents of students with persistent absence.</li> <li>• HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>• Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>• Tutor/ HOY and PSO: HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>• HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>• Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> </ul>

<b>November</b> <i>cont'd</i>	<ul style="list-style-type: none"> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO: Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Arrange EWO meetings with parents and students where appropriate.</li> <li>• HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>• Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>• Tutor/ HOY and PSO: HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>• HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>• Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO: Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Names of students with 100% attendance from term 1 to be sent to the central office so that letters can be sent home (letter B).</li> <li>• Names of students with an attendance of between 88-91% to be sent to the central office so that letter 1 can be sent home.</li> <li>• Year 9 Open Evening: HOY and PSO to make appointments to see parents of students with persistent absence.</li> <li>• Arrange EWO meetings with parents and students where appropriate.</li> <li>• HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>• Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>• Tutor/ HOY and PSO: HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>• HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>• Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO: Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Year 7 Open Evening – HOY and PSO to make appointments to see parents of students with persistent absence.</li> <li>• Arrange EWO meetings with parents and students where appropriate.</li> <li>• HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>• Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> </ul>

<b>February</b> <i>cont'd</i>	<ul style="list-style-type: none"> <li>• Tutor/ HOY and PSO: HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>• HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>• Tutor and HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO: Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Year 10 Open Evening – HOY and PSO to make appointments to see parents of students with persistent absence.</li> <li>• Arrange EWO meetings with parents and students where appropriate.</li> <li>• HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>• Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>• Tutor and HOY and PSO: HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>• HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>• Tutor and HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO: Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Arrange EWO meetings with parents and students where appropriate.</li> <li>• HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>• Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>• Tutor/ HOY and PSO: HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>• HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>• Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>

<p><b>May</b></p>	<ul style="list-style-type: none"> <li>Names of students with 100% attendance from term 2 to be sent to the central office so that letters can be sent home (letter C).</li> <li>Names of students with an attendance of between 90-93% to be sent to the central office so that letter 1 or 3 can be sent home.</li> <li>Names of students with below 90% attendance to be sent to the central office so that letter 2 or 4 can be sent home.</li> <li>Year 8 Open Evening - HOY and PSO to make appointments to see parents of students with persistent absence.</li> <li>Arrange EWO meetings with parents and students where appropriate.</li> <li>HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>Tutor/ HOY and PSO – HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>Tutor: Ensure ‘N’ codes are chased weekly.</li> <li>Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>HOY and PSO: Ensure ‘N’ codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<p><b>June</b></p>	<ul style="list-style-type: none"> <li>Arrange EWO meetings with parents and students where appropriate.</li> <li>HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>Tutor/ HOY and PSO – HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> <li>HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>Tutor: Ensure ‘N’ codes are chased weekly.</li> <li>Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>HOY and PSO Ensure ‘N’ codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
<p><b>July</b></p>	<ul style="list-style-type: none"> <li>Arrange EWO meetings with parents and students where appropriate.</li> <li>HOY and PSO: Track and put interventions in place for students with below 88% attendance from the previous month.</li> <li>Tutor: Track and put interventions in place for students with between 88-93% attendance from the previous month.</li> <li>Tutor/ HOY and PSO – HOY and PSO to share punctuality report with the team each month, punctuality stages responses to be followed.</li> <li>HOY and PSO: Use the monthly analysis by year group to discuss and be aware of the trends within the year group and intervene where appropriate.</li> <li>Tutor/ HOY and PSO: Monitor the progress of these students and update the spreadsheet throughout the month.</li> </ul>

<b>July</b> <i>cont'd</i>	<ul style="list-style-type: none"> <li>• HOY and PSO: Ensure that tutors are monitoring and intervening appropriately for any student that has an attendance between 88-93%. Check the tutor spreadsheet to make sure that it is being completed.</li> <li>• Tutor: Ensure 'N' codes are chased weekly.</li> <li>• Tutor: Ensure 100% attendance and punctuality good notes are given each week.</li> <li>• HOY and PSO Ensure 'N' codes are being chased up by tutors on a weekly basis and chase in assembly as appropriate.</li> <li>• HOY and PSO: Year to date attendance data will be sent at the end of each month. Use this data to update the HOY and PSO and tutor tracking spreadsheets.</li> </ul>
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- \* Persistent Absence = below 90%
- \* Use your judgement when sending letters, making calls and arranging EWO meetings - there may be reasons that you already know about for a student's low attendance
- \* Update the spreadsheet each month to show progression after the interventions put in place.

### Appendix 3

#### PUNCTUALITY MONITORING STAGES

Stage	No. of Lates	Procedure	Who is involved
2 late marks over a 5 day period, detention set by Attendance Administrator			
1	5	Discussion with student	Tutor
2	10	Parental phone call	Tutor
3	15	Parental phone call, followed by letter, Year Leader report	Year Leaders
4	20	Parent meeting, Year Leader report	Year Leaders
5	30	Parent meeting with EWO, Year Leader report	Year Leaders, EWO
<b>Suggested Interventions:</b> <ul style="list-style-type: none"><li>- Punctuality plan with student and parent – e.g. buy an alarm clock, what time to set an alarm for, packing bags the night before, morning routines etc.</li><li>- Pastoral Support Officer's to make home visits where appropriate</li><li>- Rewards/incentives for good punctuality</li></ul>			

## Appendix 4

### ATTENDANCE CODES and GUIDE TO MARKING REGISTERS

The only code used by tutors should be ‘N’ ‘L’ or ‘/, \’

Code	School Meaning	Statistical Meeting	Physical Meeting
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
L	Late (before reg closed)	Present	Late for session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
D	Dual registration (attending other educational establishment)	Approved Educational Activity	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
H	Annual family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not medical/dental appointments)	Authorised Absence	Out for whole session
M	Medical /Dental appointments	Authorised Absence	Out for school session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
G	Family holiday (not agreed or excess)	Unauthorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Absence	Unauthorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
X	DfES # School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Pupil not on admissions register	Attendance not required	Out for whole session
#	Planned school closure to pupils and staff	Attendance not required	Out for whole session

**Appendix 5:**

**STANDARD LETTERS: ATTENDANCE**

**100% letters**

A – 100% for previous year

B – 100% Winter term

C – 100% Spring term

D – 100% Summer term

**LETTER A – TO BE SENT IN SEPTEMBER**

Date

Dear Parent

**STUDENT NAME AND TG**

I am writing to you because I have noted that STUDENT NAME has achieved 100% attendance throughout the last academic year (Year X). This says much about STUDENT’S positive attitude towards school. He/She is clearly a student who takes school seriously and I am delighted to be able to share this achievement with you.

National research suggests that the higher the attendance rate for a student, the better their academic achievement will be. STUDENT’S level of commitment bodes very well for HIS/HER future success.

Yours sincerely

Head of Year for Year X

**LETTER B – TO BE SENT IN JANUARY**

Date

Dear Parent

**STUDENT NAME AND TG**

I am writing to you because I have noted that STUDENT NAME has achieved 100% attendance for the autumn term. We know that attendance is so important in determining success for a student. We commend STUDENT NAME for their excellent attendance so far this year.

Yours sincerely

Head of Year for Year X

**LETTER C – TO BE SENT AT THE START OF THE SUMMER TERM (APRIL/MAY)**

Date

Dear Parent

**STUDENT NAME AND TG**

I am writing to you because I have noted that STUDENT NAME has achieved 100% attendance for the spring term. We know that attendance is so important in determining success for a student. We commend STUDENT NAME for their excellent attendance so far this year.

Yours sincerely

Head of Year for Year X

**LETTER D – TO BE SENT AT THE END OF THE SUMMER TERM (JULY)**

Date

Dear Parent

**STUDENT NAME AND TG**

I am writing to you because I have noted that STUDENT NAME has achieved 100% attendance for the summer term. We know that attendance is so important in determining success for a student. We commend STUDENT NAME for their excellent attendance so far this year.

Yours sincerely

Head of Year for Year X

**BEFORE SENDING ANY LETTERS OF CONCERN CHECK THE REASONS FOR NON ATTENDANCE AND THE ATTENDANCE DIAMOND FOR ACCURATE GRADING OF CONCERN**

**LETTER 1 – JANUARY % AT HEAD OF YEAR’S DISCRETION**

Date

Dear Parent

**STUDENT NAME TG  
LETTER OF CONCERN: SCHOOL ATTENDANCE**

During our routine checking of the attendance registers for Year X, I note that STUDENT’s attendance rate currently stands at X%.

All education research make a clear link between attendance and achievement and we are concerned that NAME should improve HIS/HER attendance record in the coming months.

For information the national expectation for attendance is 95% and we have been set this target by our Governing body. We, of course, would hope for 100%. Clearly, there are some circumstances which are unavoidable, including illness. Should STUDENT’s attendance decrease, this may trigger an intervention, including the possible involvement of the Brent Education Welfare Officer.

If there is any way we can support further with STUDENT’s attendance or if there is anything of which we should be aware please do let us know.

Yours sincerely

Head of Year for Year X

**LETTER 2 – APRIL/MAY % AT HEAD OF YEAR’S DISCRETION**

Date

Dear Parent

**STUDENT NAME TG**  
**LETTER OF CONCERN: SCHOOL ATTENDANCE**

*Forename*’s attendance currently stands at: % age.

The requirement for minimum average attendance of 95% is a national expectation and takes into account an average level for illness or other justifiable reasons for absence. *Forename*’s attendance falls below this level and we are concerned that this may affect *his/her* learning and progress.

We will be monitoring *forename*’s attendance carefully and expect to see an improvement in the level of attendance. If there is any way we can support further with STUDENT’s attendance or if there is anything of which we should be aware please do let us know.

Government statistics indicate that if attendance fails below 93% students drop by one grade per subject at GCSE.

Please talk with *forename* about the importance of good attendance and the proven link between this and achievement and ensure *forename*’s regular attendance at school. You may wish to know how the attendance percentage reflects in the number of days of absence.

95% – 9.5 days of absences

90% – 19 days of absences

85% – 28.5 days of absences

80% - 38 days of absences

For any further information or clarification, please e-mail us at [admin@jfs.brent.sch.uk](mailto:admin@jfs.brent.sch.uk). Further information on *forename*’s attendance can be found through SIMS Learning Gateway (SLG).

Yours sincerely

Head of Year for Year X

**LETTER 3 – APRIL/MAY 90-92.9% AT HEAD OF YEAR’S DISCRETION**  
**(to be sent only if Letter 1 was not sent in January)**

Date

Dear Parent

**STUDENT NAME, TG**

During my routine checking of the attendance registers for Year X, I note that STUDENT’s attendance rate currently stands at X%.

All education research makes a very clear link between attendance and achievement and we are concerned that NAME should improve HIS/HER attendance record in the coming months.

For information the national expectation is 95% attendance. We, of course, would hope for 100%. Clearly, there are some circumstances which are unavoidable, including illness. Should STUDENT’s attendance decrease, this may trigger further interventions including closer monitoring by the Year Team. It is important to know what 90% attendance reflects 19 days absence from school.

If there is any way we can support further with STUDENT’s attendance or if there is anything else of which we should be aware please let me know. Further information on STUDENT’s attendance can be found through SIMS Learning Gateway (SLG).

Yours sincerely

Head of Year for Year X

**LETTER 4 – APRIL/MAY 88-92.9% AT HEAD OF YEAR’S DISCRETION**  
(to be sent only if Letter 1 was sent in January)

Date

Dear Parent

**STUDENT NAME            TG**  
**LETTER OF CONCERN: SCHOOL ATTENDANCE**

A letter was sent to you on (*Date*) about (*forename*'s) attendance. Since this letter was sent we have not seen the desired improvement in *forename*'s attendance. *Forename*'s attendance from September until present stands at .. %age.

There is a national expectation of a minimum average attendance of 95%. This figure takes into account an average level for illness or other justifiable reasons for absence. *Forename*'s attendance falls below this expectation and I am concerned that this may adversely affect *his/her* academic potential.

We will continue to monitor *forename*'s attendance and if *his/her* attendance does not significantly improve you will be contacted to arrange a meeting possibly with the Brent Education Welfare Officer so we can discuss how we can work in partnership to ensure *forename*'s attendance improves. You should know 90% attendance reflects 19 days absences from school; 85% reflects 28.5 days.

If there is any way we can support further with STUDENT's attendance or if there is anything else of which we should be aware please let me know. For any further information or clarification, please e-mail us at [admin@jfs.brent.sch.uk](mailto:admin@jfs.brent.sch.uk). Further information on *forename*'s attendance can be found through SIMS Learning Gateway (SLG).

Yours sincerely

Head of Year for Year X

**LETTER TO BE SENT BY DEPUTY HEADTEACHER**

Date

Dear Parent

**STUDENT NAME            TG**

The School has been closely monitoring (*forename*)'s attendance. Please find enclosed (*forename*)'s attendance record for this year, which currently stands at XXX%. According to these records you can see that *forename* has been absent for xx days due to illness since the start of the academic year.

We do not expect students to come to school when they are sick, but where students have regular sickness absence, it is usual practice for parents to provide the school with medical evidence before we authorise such absences. This may include a letter from your doctor, an appointment card or a copy of a prescription. From *.date* we will, therefore, not authorise any further absence(s) for *forename* without such evidence. Please note that any further unauthorised absences on *forename*'s attendance record may result in a referral being made to the Education Welfare Service.

Research shows that when students miss between 10% and 20% of school, only 35% of them achieve five A\*-C including English and Mathematics. When students miss less than 5% of school, 73% of them achieve five A\*-Cs, including English and Mathematics. From this you can see the negative impact that poor attendance can have on a student's attainment at school. If there is any way we can support further with STUDENT's attendance or if there is anything else of which we should be aware please let me know

If you have any queries regarding the above, please do not hesitate to e-mail me at the school.

Yours sincerely

[*Name of Deputy Headteacher*]  
Deputy Headteacher

## Appendix 6

### ATTENDANCE REPORTING: PROCESS

TITLE/ISSUE	REFERENCE	PRODUCED BY	FREQUENCY	DISTRIBUTED TO	EXPECTED ACTION
Daily report	SIMS homescreen	SIMS	Daily	HOY and PSOs Tutors	Use SIMS homescreen/registers to monitor and respond to issues.
Weekly report	SIMS Report: i) Previous week 's register ii) Unexplained absences (N/O codes)	Attendance Administrator/ Attendance Officer/ Data Team	Distributed on Monday mornings (to be automated)	All teaching staff	<ul style="list-style-type: none"> <li>Tutors to chase unexplained absences</li> <li>Tutors to award achievement points for previous month's attendance.</li> </ul>
Fortnightly report	Sixth Form Attendance Report	Attendance Officer Sixth Form	Fortnightly	Sixth Form Team	<ul style="list-style-type: none"> <li>Sixth Form Attendance Policy to be implemented - students to be monitored at different stages.</li> </ul>
Monthly report	SIMS report: i) Tutor report ii) Year to date attendance iii) Punctuality report iv) Year by year attendance analysis	Attendance Administrator/ Attendance Officer/ Data Team	Monthly	All teaching staff Year Leaders All teaching staff Year Leaders	<ul style="list-style-type: none"> <li>Student monitoring files to be completed.</li> <li>Allow monitoring of students with persistence absence.</li> <li>Implement punctuality monitoring stages – track and intervene</li> <li>Allow Year Leaders to have an overview of attendance in their year, including, vulnerable groups</li> </ul>
Overview and Trends	JFS Document	Attendance Administrator/ Attendance Officer	Monthly (Produced for second working week of each month)	SLT, Governors, Year Leaders, SENDCO	<ul style="list-style-type: none"> <li>Governors– share with Student Wellbeing Behaviour and Attendance Committee.</li> <li>SLT –to raise issues with HOY and PSO groups they line manage.</li> <li>Deputy Headteacher – tell the story about the data.</li> <li>HOY and PSO – identify, follow up and monitor any issues.</li> <li>Executive Headteacher/ Headteacher/ Deputy Headteacher – discuss issues arising.</li> <li>SENDCO –to take note of and intervene with data for SEN students.</li> <li>SLT – to take note of and intervene with data for PP students.</li> </ul>
Missing registers	SIMS widget	Attendance Administrator/ Attendance Officer	Daily	Teachers with missing registers	<ul style="list-style-type: none"> <li>Attendance Administrator to send out missing registers email.</li> <li>Notify attendance lead when registers still not completed.</li> </ul>

#### Expected Action

- i. What are the key patterns?
- ii. What are the key trends?
- iii. How are the vulnerable groups performing?
- iv. What have I done in response to what the data tells me?
- v. What has been the impact?

## Appendix 7

### REQUEST FOR LEAVE DURING TERM

#### Request for Leave during Term

This form is to be completed by the Parent/Carer and handed to the Headteacher as soon as possible before the period of leave requested.

<b>Name of child</b>	
<b>Year and Class</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Telephone</b>	

Please understand that leave during term time is not a right and can only be granted by the Head teacher in exceptional circumstances. When deciding whether to grant leave, the Headteacher will consider the circumstances of the request, the amount of time requested, your child's attendance record, the proximity of national curriculum tests and public examinations and your child's ability to catch up with work. Please do not make any arrangements for travel unless authorisation has been given by the Headteacher. If you take your child out of school without permission, you may be in breach of section 444(1A) of the Education Act 1996 and your child may be referred to the Education Welfare Service.

<b>Dates Requested</b>	<b>From:</b>	<b>To:</b>
<b>Reason for Leave Request</b>		
<b>Name of Parent</b>		
<b>Signature of Parent</b>		<b>Date:</b>

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#### For office use only

<p><b>Leave is authorised between the dates of _____ and _____.</b></p> <p>It is important that your child returns to school by the date agreed. If any circumstance causes a delay it is vital that you contact the school. Please understand that your child's school place may be lost if he/she fails to return to school within 10 school days of the expiry of the agreed period of leave.</p> <p><b>Headteacher's Signature:</b> _____ <b>Date:</b> _____</p>
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<p><b>Leave is not authorised.</b></p> <p><b>Reason:</b> _____</p> <p><b>Headteacher's Signature:</b> _____ <b>Date:</b> _____</p>
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Appendix 8

THE ATTENDANCE DIAMOND

<b>Attendance Groups</b>
Green: No Concern
Yellow: Concern
Amber: Risk of Underachievement
Pink: Severe Risk of Underachievement
Red: Extreme Concern

