

1.0 Introduction

This Attendance Strategy will set out Liverpool Life Sciences UTC (LLS) commitment to improving school attendance and punctuality at all phases of learning.

2.0 Aims

To ensure that every child is safeguarded and their right to education is protected.

- To ensure the LLS attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality
- To ensure all the stakeholders, governors, parents, students and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of students and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

The development and implementation of this strategy is intended to ensure that all teaching and learning support staff employed by the LLS are carrying out appropriate measures that will safeguard children and promote their welfare.

Regular attendance at the LLS is a legal requirement, establishes good habits which will be valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for LLS.

To improve and maintain the regular attendance of all students the Leadership Team will:

- Collect and analyse attendance data termly in order to identify trends and to allocate resources effectively.
- Support Attendance through system leadership to devise and implement their own strategies to improve attendance.
- Form a reward incentive policy for LLS.
- Form effective communication across the LLS.
- Share new guidance/legislation across the LLS.
- Represent the LLS at formal attendance meetings if required.
- Support Implementation of legal action against parents/carers at court as required.

LLS will:

- Identify a designated member of the Leadership Team to take responsibility for all attendance matters, including the setting and regular review of targets for the whole school, year/class groups and individual students.

- Implement efficient systems of registration which encourage children and parents/carers to account promptly for any absences.
- Ensure absences are only authorised where the LLS are satisfied that the absence was genuine. 2
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the LLS.
- Highlight important dates such as examinations in newsletters, letters home etc.
- Explain to students how poor attendance can impact on attainment.
- Monitor how the curriculum and ethos of the LLS impact on school attendance.
- Implement correct policy for children who are educated other than at the LLS.
- Holidays in term time will only be authorised for exceptional circumstances – applications to the Principal.
- Analyse attendance data, looking for emerging patterns of non-attendance, compare to city and national comparators.
- Ensure relevant attendance information is shared effectively with parents, students, staff, local authority and outside agencies where appropriate. The Attendance Team will lead this via data exchanges, governor reports and letters home.
- Put in place monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified early.
- Use a graduated approach to respond to the attendance data weekly.
 - Triggers >97%, >94%, 92% >90%
 - Daily monitoring - First Day Call Procedures
 - Weekly tracking reports to relevant staff
 - Home visits
 - Bus and/or mini bus pickups
 - 'Target XX' in each year group
 - Mentoring
 - Scheduled attendance panels through the year
 - Measurable targets set and support provided.
 - Acceptable attendance agreements
 - Links with safeguarding team inc. Early Help Assessment
 - Fixed penalty fines/legal action
- Provide support through the LLS's own Inclusion systems, including appropriate contact with parents/carers.
- Arrange attendance panels, involving leadership to address attendance issues.
- Operate first day absence procedures to ensure that parents are aware when their child is not in school.
- Use of text service for attendance and punctuality
- Monitoring the attendance of students who are placed on alternative provision. • Report any children missing from education to the local authority.
- Report to the local authority if they take a student from roll.

3.0 Attendance Intervention

All letters to include copy of pupils' current attendance certificate.

97- 100% (no risk) attendance to be encouraged and commended by all staff Class/Form of the week/term & celebrated in assemblies, attendance to be discussed and tracked at weekly meetings, termly letters to parents, certificates, merits and additional rewards as decided.

94 – 96.9% (risk of underachievement) attendance

- ↓ Identified/monitored by Form Tutor.
 - Form Tutor discussion with pupil.
 - Standard letter 1 to be sent to parent by Attendance Officer, monitored for 6 weeks and reviewed. 92 – 93.9% (serious risk of underachievement) attendance
- ↓ Identified/monitored by Progress Leader.
- ↓ Referral to Pastoral manager
 - Standard letter 2 sent by Attendance Officer (signed by Pastoral manager), monitored for 6 weeks and reviewed.

90 - 91.9% (severe risk) attendance

- Identification/monitored by Year PM.
 - Standard letter 3 sent by Attendance Officer (signed by PM), monitored for 6 weeks and reviewed. Referral to Attendance Panel Below 90%
 - Attendance continues to decline after warning.
 - Attendance officer to initiate a student case file of attendance reports, interventions/actions.
 - Referred TO E.W.O. Medical evidence request letter Absence visits Mini bus pick up 'Walk in' Bus
 - Attendance officer
 - Referral to Safeguarding Team for formal home visit where appropriate
 - Text & call made to parents on first day of absence
 - Leave of absence forms requested by parent for exceptional circumstances (*Via the principal)
 - Initial medical needs identified and support implemented
 - Referral to Safeguarding Team for consideration on Attendance & Safeguarding
 - QA Meeting Agenda Formal Warning Fixed Penalty Notice (4 weeks to improve)

4.0 Persistent Absence

All actions/strategies taken in supporting improved attendance are in accordance with Local Authority and legal guidelines.

Parents may be contacted via phone at any time to discuss attendance concerns and support offered, actions are taken after careful consideration of the individual circumstances. Each intervention at every stage is monitored by the attendance officers each half term between weeks 2-6 therefore parents should expect letters/interventions to occur every half term. The senior leadership team will monitor the impact of the interventions and overall policy.

4.1 Attendance below 90%

- Earlier actions must have been considered and/or taking place with evidence of ongoing impact.
- No evidence of improvement, reason for absence or non-pupil and parental engagement consideration of prosecution.

- Formal Prosecution Warning letter sent to parents
- E.W.O Final Warning prosecution letter sent to parents
- E.W.O Monitor and document improvements made over a full term
- Frequent formal home visits by Attendance Team
- Safeguarding to assess factors impacting on attendance including parenting capacity
- Liaison/referral with supporting outside agencies and consideration of safeguarding referral to Children Services in accordance with LLS Safeguarding Policy

Liverpool Life Sciences UTC Attendance Improvement Model

96 - 100% Attendance

Congratulations your child's attendance is excellent. If you are in this band your child will be eligible for a range of rewards and prizes.

The Academic Mentor:

- Will congratulate students for being in this band. Students in this band will automatically be sent a Green Congratulations letter at the half term point.
- 100% Students will received a presentation and prize at the end of every term

90 - 95% Attendance

Your child's attendance is slipping. Your child may have been ill. This is understandable but not without cost. They must try to catch up on the work they have missed and work hard to improve their attendance over the coming weeks. Your child can improve their attendance by making sure that they visit their doctor or dentist out of UTC hours or by getting their morning or afternoon registration mark and then leaving by producing their appointment card or letter at Reception. You must be aware that the UTC will begin to discuss your child's attendance with you and that you may end up on an attendance/parenting contract

Academic Mentor/ School Attendance Officer

- AM Will discuss with the student their attendance. Ensure the student is aware that their absence has been noted and that it is good to see that the student is back. This discussion will be recorded as a comment on a banding report marksheet from within the LLS Shared Drive.
- AM will set an attendance target in line with the everyday is an interview policy and award those students who improve their attendance.
- SAO will inform a student in this band that they have responsibility for them and place the student on an attendance report. You may ask Academic Mentor to assist you with this.
- SAO Will contact home to discuss attendance with parents and ensure that the parent firmly understands the connection between attendance and attainment.
- SAO will record the discussion on the banding report marksheet on Shared Drive.
- SAO will set an attendance target and award those students who improve their attendance.

86 - 90% Attendance

Your child's attendance has fallen below the national average for students in secondary schools in England and has become a serious concern. You will now formally be offered an attendance contract in order to improve your child's attendance. You also may face legal action

The Pastoral Manager

- Will contact parents and arrange a meeting with a view to offering an attendance contract.
- Will set an attendance target and award those students who improve their attendance.
- Record the contact on the banding report mark sheet on Shared Drive
- Congratulate students who have had improvements since the last banding report.

85% and Under Attendance

Your child's attendance is unacceptable. You will be invited into the UTC to be present at an Attendance Panel. Members of the UTC's Governing Body, Senior Leadership Team, EWO & Attendance officer will be present.

Unless there are genuine reasons that are preventing your child from attending you will be prosecuted and the Attendance officer & EWO will initiate an 8 week Fast Track Process leading to prosecution. A new parenting contract may be established or you may be taken to court and prosecuted for your child's non-attendance.

The Attendance Panel made up of members of the school's Governing Body, Senior Leadership Team, EWO & Attendance Team will:

- Discuss with the parent and student the UTC's concern. The initial meeting will be organised by the Attendance Officer.
- Enable the parent and student to discuss the issues that affected attendance.
- Enable the EWO & Attendance Officer to establish a Parenting Contract in order to further improve attendance. This may include a support package for the parent and or student.
- Enable the Attendance Officer to collate evidence and begin to prepare a case for prosecution.
- Explain Persistent Absenteeism and the Fast Track Process.
- The outcome of the meeting will be recorded on the banding report marksheet in SIMS by the Attendance Manager.
- Where a parent fails to attend the Attendance/Home School Liaison Team will organise a home visit.
- EWO to take action and Initiate Fast Track Procedures & begin building case for prosecution