

## Attendance and Punctuality Strategy 2023-24

The following strategy has been informed by DfE guidance and Ofsted research.

At Dixons Fazakerley Academy, we expect the highest standards of attendance and punctuality. Research evidence and national statistics link good attendance to the achievement of academic and social potential.

We encourage students to work towards 100% attendance and set a minimum attendance target of 97% per year (equivalent to the top quartile of all English secondary schools). Attendance and punctuality also reflect pupil and parent commitment to achievement and to our Academy mission.

We are passionate about helping every student climb their mountain and fervently believe that by attending today, students will achieve tomorrow.

Below are the six core elements which characterise our attendance strategy; these have been mapped from the DfE guidance:

### High Expectations

We aspire to high standards of attendance from all students and parents and build a culture where all can, and want to be, in school and ready to learn by prioritising attendance improvement across the school.

### Close Monitoring

We regularly use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so that all parties can work together to resolve them before they become entrenched.

### Listening and Understanding

When a pattern is spotted we listen to students and parents to understand the barriers to attendance and agree how all partners can work together to resolve them.

### Facilitate Support

We remove barriers in school and help students and parents to access the support they need to overcome the barriers outside of school.

### Formalise Support

Where absence persists and voluntary support is not working or not being engaged with, partners work together to explain the consequences clearly and support is also in place to enable families to respond. This may include an Attendance Plan, Parenting Contract or Education Supervision Order.

### Enforcement

When all other avenues have been exhausted and support is not working or not being engaged with, attendance is enforced through statutory intervention or prosecution to protect a student's right to an education.

## Who is responsible for attendance?

At Dixons Fazakerley, we believe that great attendance can only be achieved through the support of all stakeholders who work together to promote a culture of high attendance. The Attendance Team within the Academy lead on improving the attendance and punctuality of all students and do so by building relationships with families based on support and challenge.

Each member of the Attendance Team has clear roles and responsibilities

### Senior Leader for Attendance

- Strategic overview of attendance and punctuality
- Ensure the effective implementation of the academy attendance policy
- Develop and maintain a whole school culture that promotes the benefits of good attendance
- Ensure the accurate completion of admission and attendance registers
- Develop and ensure robust daily processes to follow up absence
- Proactively use data to identify students at risk of poor attendance
- Overview of EHE, CME, Admissions, Managed Moves, On/Off Roll
- Quality assure academy processes surrounding attendance and punctuality
- Liaise with the Safeguarding Team to ensure that every child is safe



### **Attendance and Data Manager**

- Lead on effective monitoring systems on attendance and punctuality
- Produce and share attendance and punctuality data with all stakeholders
- Complete administration for new starters to the academy
- Produce a weekly attendance data update for ELT and to be shared in Morning Meeting
- Oversee the administration of attendance letters
- Share a weekly PA list with Advisors
- Strategic lead on Bromcom systems to support attendance

### **Attendance and Cover Officer**

- Complete daily attendance code checks
- Update iTrent with planned absences
- Update daily cover
- Ensure the timely completion of registers
- Support with the completion of Managed Moves administration
- Updating of On/Off Roll tracker
- Produce the daily Attendance Score Card
- Ensure that the shadow register is updated daily
- Support with the administration of EHE paperwork
- Communicate daily absence codes with Heads of Year and Learning Mentors

### **Attendance Officer**

- Ensure the timely completion of registers
- Complete daily attendance code checks
- Update the admin attendance board
- Administrate and audit part-time timetables
- Update weekly the attendance notice board
- Ensure that MVR attendance is up to date
- Complete U Code Calls and lead on the strategy to reduce lates
- Sign in late students

### **Student Liaison Officer**

- Conduct daily home visits (in collaboration with Safeguarding Officer)
- Collect students every morning using the academy minibus
- Produce a weekly report which highlights potential FPNs
- Holiday fines, pre-warning and FPN administration
- Work proactively with families to overcome barriers
- Lead on attendance and mental health support

### **Education Welfare Officer**

- Process FPNs
- Organise the admin for and facilitate PACE interviews
- Support and challenge families
- Administrate court referrals

## What happens and when?

When all other avenues have been exhausted and support is not working or not being engaged with, attendance is enforced through statutory intervention or prosecution to protect a student's right to an education.

Attendance / Stage	Actions
97% - 100%	100% attendance certificates awarded at the end of every cycle. Positive letters sent to families at the end of every cycle. Golden Tickets issued for improved attendance (every stage)
94% - 100%	Advisor conversations with students during DEAR – concerns are passed on to Attendance Team (see Attendance Queries Channel)
90% - 93%	<b>Letter issued 6+ unauthorised absences – Pre-FPN Warning</b> ( <i>Recorded on Bromcom</i> ) <i>FPN to be issued where appropriate (if 10 unauthorised sessions in one term)</i> Home visits conducted where appropriate (depending on “spells” of absence) (KAN) Attendance Team monitoring.
87% - 89%	<b>Letter issued 6+ unauthorised absences – Pre-FPN Warning</b> ( <i>Recorded on Bromcom</i> ) <b>Referral to EWO warning letter and refer where appropriate</b> <i>FPN to be issued where appropriate (if 10 unauthorised sessions in one term)</i> Head of Year monitoring Student Liaison HVs where appropriate SENCO support where appropriate
80% - 86%	<b>Referral to EWO warning letter and refer where appropriate</b> <b>Student Liaison monitoring</b> HV by EWO and meetings if referred Processing of FPNs, PACE and court referrals where appropriate SENCO support where appropriate
< 80%	EWO support where appropriate SENCO support where appropriate MVR monitoring Multi agency support EHAT where appropriate SLT Lead monitoring



## Daily Processes

- Pick up messages and voicemails left by families, record absence and arrange call backs (Attendance Manager)
- Pick up target students in minibus (Student Liaison Officer)
- Students are warmly welcomed to the Academy at the front gate (SLT Lead)
- Lates Team meet students at the side entrance (Attendance Officer)
- Registers are taken in Morning Meeting across the Academy (Advisors)
- Key attendance messages are shared with students during Morning Meeting – Monday (Heads of Year)
- The register is closed
- First day calling starts (Learning Mentors and Attendance Officer)
- Attendance calls are made to Alternative Education providers – shadow register is updated (Attendance and Cover Officer)
- Students who are late after the register has closed receive a U code – families are notified by text (Attendance Officer)
- Production of daily 3 day consecutive absence report – daily home visit list is prepared (Student Liaison Officer)
- Admin attendance board is updated (Attendance Officer)
- Review day's taxis (Attendance Officer)
- Code dip checks (SLT Lead)
- Sharing of student absence codes with Heads of Year (Attendance and Cover Officer)
- Further home visits and family attendance meetings take place (Learning Mentors)
- Pre-emptive calling of families to problem solve and ensure next day attendance – recorded on CPOMS (Heads of Year)
- High-profile attendance cases are called – families are supported and challenged (SLT Lead)
- Attendance score card is updated (Attendance and Cover Officer)
- MVR Attendance Tasks (Attendance Team)
- Attendance Daily Overview sent to CWN (SLT Lead)

## Weekly Processes

- Use of data to identify students who are falling or at risk of falling into PA, low attendance or severely low attendance (Data Manager)
- Ensure letters are sent to families to warn of different thresholds (Data Manager)
- Inclusion Meeting – every Friday to focus on complex SEND, safeguarding and attendance cases (MR Team)
- Monitoring of key groups e.g. absence after suspension (Data Manager)
- Issuing of FPNs and holiday fines (Student Liaison Officer/EWO)
- Sharing of PA data with Advisors (Attendance Manager)
- Scrutiny of student data – referral to EWO caseload (SLT Lead)
- SLT Link and Head of Year meeting – focuses on effectiveness of actions taken to reduce PA, to prevent students from slipping into PA and to support complex cases i.e. low and severely low attendance (SLT Link and Head of Year)

## Monthly Processes

- Use of data to identify patterns of absence e.g. absence after holidays, same day on consecutive weeks (Data Manager)
- Attendance family meetings based on the above with bespoke SLT attendance monitoring plans (SLT Lead)

## Weekly Strategy Meetings

### Strategy Meeting

ART and RCN – Once per week (**Monday Lesson 3**)

Focus on:

- Monitor and analyse weekly patterns – robust action as a result of data
- Devise improvement strategies based on data
- Identify students who require support – emphasis on prevention and early identification via Attendance Tracker on Bromcom
- EBSA students are identified, key workers are assigned and EBSA process begins
- Code dip checking – particular focus on AEP students – ensure DFE coding guidance is upheld
- Liaising with FDC Team and Pastoral Team of emerging concerns
- Review current PTTTs
- Review attendance of students with a Social Worker
- Review PAUO students

### EWO Meeting

ART and JCN (EWO) – Once per week (**Wednesday Lesson 2**)

Focus on:

- Updates around enforcement i.e. FPNs, PACE, Prosecution etc.
- Review of caseload and impact assessment

### Accountability Meeting

ART, RCN and CWN (Principal) – Once per week (**Thursday Lesson 3**)

Focus on:

- Review of impact of actions – strategic agility
- Sharing of weekly and cumulative attendance data

## EBSA and Supporting Re-integration

Our aim is to ensure that when a student returns to the Academy after a short or longer absence, provision is in place to support them to catch up quickly. From September 2023, for some longer term absences, reintegration will take place in the Alpinist Base where the Centre Manager will devise a bespoke programme to support students back to full time academy life.

In other cases of long term emotionally-based school avoidance, we follow our DFA WTD for EBSA (Please see document)

- Parental meeting to discuss barriers and offer solutions - involve families at an early stage to build positive relationships;
- Temporary Mountain Rescue pass;
- Temporary leave lesson early pass;
- Break/Lunch in Mountain Rescue;
- Morning Meeting in Mountain Rescue - temporary measure;
- Learning Mentor/Attendance Team time - RAG timetable - a lesson spent in Mountain Rescue - temporary measure;
- Learning Mentor check-in's;
- Travel Pass – travel training;
- Help with uniform;
- ELSA/SAFE project worker referral;
- Place 2 Be session: Alpine Centre referral

## Rewards and Incentives

At Dixons Fazakerley, great attendance is celebrated, rewarded and incentivized in the following ways:

- End of cycle 100% attendance certificates awarded
- Daily attendance Golden Tickets awarded
- Weekly Attendance Surgery outside Attendance Office
- Easter Eggstravaganza
- 12 Days of Christmas
- Attendance challenge events

## Measuring Impact

The impact of the implementation of the attendance strategy is formally monitored during a weekly meeting between the Principal, the SLT Lead and the Data Manager. Attendance patterns are scrutinised and student attendance is monitored on a student by student level. Subsequent data-driven plans are created and implemented – the impact of these strategies, in turn, will be evaluated and discussed in the following meeting.

## Quality Assurance

Register codes are checked on a nightly basis by the SLT Lead and in the weekly meeting between the SLT Lead and the Data Manager, a selection of attendance certificates of all students including the most vulnerable and students at AEP are scrutinised. The attendance certificates are cross checked against comments made on Bromcom and subsequent actions on the MVR and CPOMS. Feedback is delivered in a timely fashion, face to face and followed up via email.