

The Radcliffe School; Attendance Improvement Plan

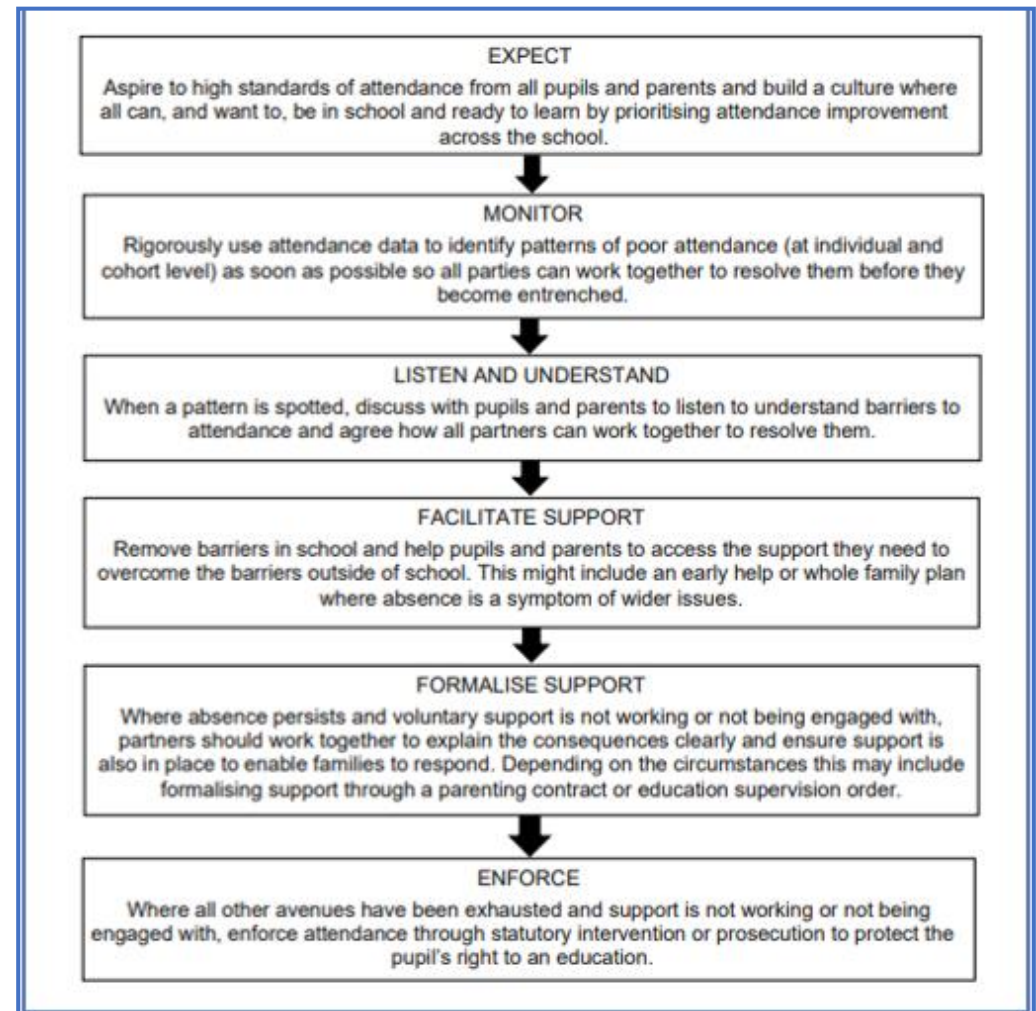
Good attendance to school has always led to better academic outcomes and life-chances for students. However, good attendance also impacts positively on mental health and well-being. The importance of structure, routine and social contact cannot be underestimated and attending school every day is key to developing positive relationships, improving confidence, resilience and well-being, especially for young people.

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

The Radcliffe School is committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting and rewarding good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school and overcome barriers to attendance.
- Promote and support punctuality in attending lessons.

This Attendance Improvement Plan outlines the actions that we will take to help us work together with students and families. It has been constructed using the DfE [Working together to improve school attendance](#) guidelines and follows the flow chart opposite that suggests how we can achieve good levels of school attendance.





EXPECT: Developing a School Culture of attendance

KPI No	Objective /KPI	Lead	Gov Link	Action Autumn 2	Action Spring 2	Actions Summer 2	2024 Target	Cost	Evaluating
1	Develop and maintain a whole school culture that promotes the benefits of high attendance by setting clear expectations for good attendance.	PL/ GS	Full Govern ors	<p>Attendance;</p> <ul style="list-style-type: none"> • Vision communicated to parents via email and regular signposting to attendance policy. • All students and parents to be aware of % attendance and the benefits of good attendance. • CPD / regular dialogue with whole staff regarding their responsibilities in promoting, monitoring and driving 'good attendance'. • Vision communicated to students via assemblies. 	<ul style="list-style-type: none"> • Regular analysis of attendance interventions and impact. • Review of processes for subject staff in addressing attendance issues 	<ul style="list-style-type: none"> • All feeder schools provide data to inform planning for transition. • Evaluate and review of processes for pastoral staff in addressing attendance issues. • Evaluate and review of processes for subject staff in addressing attendance issues. 	<p>Improved whole school attendance to be in line with National Average, working towards 98%.</p> <p>Improved average attendance of specific groups (EBSA, EAL, FSM, SEN, EHC)</p>	School budget	SLT/Govs
2	Develop and maintain a whole school culture that promotes the benefits of high attendance by setting clear expectations for good punctuality.	PL/ GS	Full Govern ors	<p>Punctuality;</p> <ul style="list-style-type: none"> • Procedure communicated to parents via letter or signposting to policy/ students via assemblies. • CPD / regular dialogue with whole staff regarding their responsibilities in promoting, monitoring and driving good punctuality. 	<ul style="list-style-type: none"> • Regular analysis of punctuality interventions and impact. • Review of processes for subject staff in addressing punctuality issues. 	<ul style="list-style-type: none"> • Evaluate and review of processes for pastoral staff in addressing punctuality issues. • Evaluate and review of processes for subject staff in addressing punctuality issues. 	Improved whole school punctuality.	School budget	SLT/Govs
3	Review the School Attendance Policy to support the school culture of high attendance which links to attainment, behaviour, bullying, SEND, safeguarding, wellbeing and support for Disadvantaged (PP) students.	PL/ GS	Full Govern ors	<ul style="list-style-type: none"> • Attendance and punctuality policy reviewed. • Meetings with CTLs / HoH to analyse trends of specific groups and subsequent interventions. • Barriers for specific groups reviewed. • Attendance actions include SENCO / EAL coordinator. 	<ul style="list-style-type: none"> • Cont. meetings / discussions with CTLs / HoH to analyse trends of specific groups and subsequent interventions. • Regular analysis of attendance interventions and impact on specific groups. 	<ul style="list-style-type: none"> • Evaluate and review trends of specific groups and the impact of subsequent interventions. • Learning walks to monitor the implementation of interventions by staff. 	<p>Policy in place and active on school website with all stakeholders adhering to the policy.</p> <p>CTLs/ HoH to actively deploy agreed interventions.</p>	School budget	SLT/Govs



4	Review and improve support structures for attendance.	PL/ GS	Full Govern ors Q of E	<ul style="list-style-type: none"> • Attendance Improvement Plan in place and on the school website. • Review Attendance Manager job spec. to streamline processes and liaison with House teams. • Review the systems and data used to monitor and track attendance. • A step process / staged intervention process for addressing absence. 	<ul style="list-style-type: none"> • Discussion with Sixth-Form team to review how lower school systems and procedures can be implemented into KS5. 	<ul style="list-style-type: none"> • Evaluate and review systems in place to ensure have allowed attendance data to be monitored effectively so that consistent messages go to students and parents. • Evaluate and review communication with parents to assess consistently and accuracy. 	<p>Systems in place allow attendance data to be monitored more effectively so that consistent messages going home.</p> <p>Communication with parents consistent, accurate and in-line with DfE guidance.</p>	School budget	SLT/Govs THE RADCLIFFE SCHOOL INSPIRE AND ACHIEVE
5	Develop systems of promoting and rewarding good attendance.	PL/ GS	Full Govern ors	<ul style="list-style-type: none"> • Work with HoH to review and develop systems that promote and reward good attendance and good punctuality. • Communicate to students via assemblies / tutor bulletin. • Celebrate achievements / milestones in assemblies. 	<ul style="list-style-type: none"> • Form a small working party of students to gain their views on the reward systems in place. 	<ul style="list-style-type: none"> • Gain feedback from students to inform planning for next academic year (incorporate into the whole school rewards system) 	<p>Consistent messages going home to parents.</p> <p>Students rewarded for good attendance.</p>	School budget	SLT/Govs

MONITOR: Use attendance data to identify and resolve issues

The Radcliffe School Attendance Improvement Plan 2023-24



KPI No	Objective /KPI	Lead	Gov Link	Action Autumn 2	Action Spring 2	Actions Summer 2	2024 Target	Cost	Evaluating
1	To publish attendance data for cohorts (EBSA, EAL, FSM, PP, EHC, SEN) and individuals (ie. students with a Social Worker) on a weekly basis so patterns can be identified	PL/ GS	Full Governors	<ul style="list-style-type: none"> Publishing of data to Form Tutors / HoH / CTLs so that patterns can be identified, and appropriate action can be taken. 	<ul style="list-style-type: none"> Review of processes for subject staff in addressing attendance issues. 	<ul style="list-style-type: none"> Evaluate the processes used by subject staff to address attendance issues. 	Staff able to use data to identify and resolve issues and raise attendance.	School budget	SLT/Govs
2	Attendance data to be published weekly for all subject areas so CTLs/SENCo/HOH can analyse attendance trends.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Publishing of data to Form Tutors / HoH / CTLs so that patterns can be identified, and appropriate action can be taken. 	<ul style="list-style-type: none"> Review of processes for subject staff in addressing attendance issues. 	<ul style="list-style-type: none"> Evaluate the processes used by subject staff to address attendance issues. 	Staff able to use data to identify and resolve issues and raise attendance.	School budget	SLT/Govs
3	Develop a clear strategy for all staff for improving attendance once poor attendance has been identified.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Persistent absentees (those at risk of being below 90% attendance over the school year) are routinely identified and followed-up by pastoral/other staff. A step process / staged intervention process for addressing absence established with House teams. A step process / staged intervention process for addressing absence established with CTLs 	<ul style="list-style-type: none"> Regular analysis of attendance interventions and impact on specific groups. Learning walks to monitor the implementation of interventions by staff. 	<ul style="list-style-type: none"> Cont. meetings / discussions with CTLs / HoH to evaluate intervention strategies and implementation. Evaluate and review the impact of intervention strategies. 	Pastoral staff and CTLs consistently implement strategies to identify and resolve barriers.	School budget	SLT/Govs
4	Monitor and evaluate strategies to improve attendance across the school.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Check cohorts and use spreadsheets. Fortnightly attendance meetings with AHoH/HoH/AM. 	<ul style="list-style-type: none"> Cont. meetings / discussions with Pastoral team. 	<ul style="list-style-type: none"> Evaluation and review of systems and monitoring strategies and their success rates. 	Improved % attendance to suggest strategies are working.	School budget	SLT/Govs

LISTEN and UNDERSTAND: Identify barriers and plan to resolve them



KPI No	Objective /KPI	Lead	Gov Link	Action Autumn 2	Action Spring 2	Actions Summer 2	2023 Target	Cost	Evaluating
1	To develop a system for regular communication to parents about the importance of good attendance and how it links to attainment and wellbeing.	PL/ GS	Full Governors	<ul style="list-style-type: none"> All attendance letters reviewed to reflect the relationships between good attendance and both attainment and well-being. Regular communication (both +ve and -ve) with parents re: attendance and punctuality established. 	<ul style="list-style-type: none"> Letters reviewed and updated. Regular communication (both +ve and -ve) with parents re: attendance and punctuality. 	<ul style="list-style-type: none"> Evaluate and review the impact of all communication with parents. 	Communication with parents consistent, accurate and in-line with DfE guidance.	School budget	SLT/Govs
2	Identify individual students with poor absence and identify specific barriers to attendance in liaison with parents.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Accurate monitoring systems and regular meetings with pastoral staff to identify students with low attendance. Regular communication from pastoral staff with parents (emails, phone calls and F2F appointments) Step process / staged intervention processes implemented i.e. attendance plans put in place and reviewed regularly. 	<ul style="list-style-type: none"> Monitoring systems reviewed to ensure barriers to good attendance are being closely and consistently identified. Monitoring of staged intervention processes to ensure barriers to good attendance are being broken down. 	<ul style="list-style-type: none"> Review and evaluate monitoring systems reviewed to ensure barriers to good attendance are being closely and consistently identified. Success of staged interventions reviewed and evaluated i.e. Attendance plans. 	Record of communication with students and parents held centrally on tracking documents and on SIMs.	School budget	SLT/Govs
3	Plan with parents and student how to overcome barriers to improve attendance and provide additional support as necessary.	PL/ GS	Full Governors	<ul style="list-style-type: none"> SMART targets for parents / students / House established. Liaise with appropriate support networks to explore additional support options, such as the LA SEND team for EHCP students or NHS School Nurses for medical students. 	<ul style="list-style-type: none"> Monitor the success of target setting to guide future support offered. Build up a directory of additional support networks to signpost parents / students / House teams. 	<ul style="list-style-type: none"> Evaluate and review the success of target setting to guide future support offered. 	Record of communication with students and parents held centrally. Evidence of additional support network being used.	School budget	SLT/Govs



5	Review all plans regularly to monitor the impact of all support.	PL/ GS	Full Governors	<ul style="list-style-type: none"> • Attendance Meetings held fortnightly to discuss individual student attendance and follow up actions. • Systems established to aid the monitoring and impact of all support. 	<ul style="list-style-type: none"> • Monitor the success of all plans that have been implemented to support parents and students to raise attendance. 	<ul style="list-style-type: none"> • Evaluation and review of all plans that have been implemented to support parents and students to raise attendance. • Systems in place reviewed to inform planning for next academic year. 	<p>Improved average attendance of specific groups.</p> <p>Improved attendance of individual students where specific plans had been implemented.</p>	School budget	
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FACILITATE SUPPORT: Remove barriers in school and seek support to remove out of school barriers

KPI No	Objective /KPI	Lead	Gov Link	Action Autumn 2	Action Spring 2	Actions Summer 2	2023 Target	Cost	Evaluating
1	All subject areas need to plan on how to support students to 'catch up' on missed work to support re-integration and improved attendance.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Meet with CTLs and formulate procedure i.e. how students will 'catch up' missed work through absence, use of curriculum intervention sessions and the use of the National Tutoring Programme. 	<ul style="list-style-type: none"> Individual teachers providing work for students missing sequences of lessons and for students being re-integrated back into school. 	<ul style="list-style-type: none"> Review and evaluate the academic progress of students where 'catch-up' provision has been implemented. 	Improved academic progress of individual students where 'catch up' provisions have been implemented.	School budget	SLT/Govs
2	Explore additional support mechanisms within school to support improved attendance.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Identification of barriers to school for individuals and groups of students such as; EBSA / curriculum / attainment / behaviour concerns. Adaptations, support in school explored i.e. LSC / LSC2 placements, SEN referrals, A2B and Learning Mentor referrals. 	<ul style="list-style-type: none"> Monitor support that has been implemented to remove in school barriers to attendance. 	<ul style="list-style-type: none"> Evaluation and review of all support that has been implemented to remove in school barriers to attendance. Systems reviewed to inform planning for next academic year. 	Improved attendance of individual students where specific plans had been implemented.	School budget	SLT/Govs
3	Explore and Integrate support from external agencies within individual plans and regularly review impact.	PL/ GS	Full Governors Q of E	<ul style="list-style-type: none"> Identification of out of school barriers for individuals and groups of students such as; family support, medical support and safeguarding. External agency support explored i.e. CSC, CFP, LA SEND team, and MKMHST. 	<ul style="list-style-type: none"> Con't identification of out of school barriers for individuals and groups of students such as; family support, medical support and safeguarding. 	<ul style="list-style-type: none"> Evaluation and review of all support that has been implemented to remove in school barriers to attendance. Systems reviewed to inform planning for next academic year. 	Improved attendance of individual students where specific plans had been implemented.	School budget	SLT/Govs



FORMALISE SUPPORT: Partners working together where absence persists

KPI No	Objective /KPI	Lead	Gov Link	Action Autumn 2	Action Spring 2	Actions Summer 2	2023 Target	Cost	Evaluating
1	Develop communication routes with all feeder schools to communicate issues with students' attendance for those students with younger siblings/family links.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Liaise with transition lead, Pastoral Team and colleagues at feeder schools to establish communication links with so that information can be shared regarding issues with students' attendance. 	<ul style="list-style-type: none"> Continue to liaise with feeder school to communicate issues with students' attendance. 	<ul style="list-style-type: none"> Pastoral Teams to communicate and share information with feeder school in order to raise awareness, share safeguarding concerns and to raise attendance. 	Good working relationships formed between The Radcliffe and feeder schools, working together to improve school attendance.	School budget	SLT/Govs
2	Liaise with feeder schools to promote the school's expectations and culture of good attendance.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Liaise with transition lead to establish communication links with all feeder schools. Share our school vision and attendance policies with our feeder school. 	<ul style="list-style-type: none"> Continue to liaise with feeder school to promote expectations and culture of good attendance. 	<ul style="list-style-type: none"> During transition period, gain information from feeder school regarding attendance concerns and interventions implemented to support students / families ready for Sept 2024. 	Good working relationships formed between The Radcliffe and feeder schools, working together to improve school attendance.	School budget	SLT/Govs
3	Develop a system to monitor, support attendance and work collaboratively for those students who are attending Alternative Education Provision.	PL/ GS	Full Governors Q of E	<ul style="list-style-type: none"> Liaise with SLT Behaviour Link to review attendance monitoring systems for students attending Alternative Education Provision. 	<ul style="list-style-type: none"> Visit Alternative Education providers with SLT behaviour link to review the monitoring of students' attendance. 	<ul style="list-style-type: none"> Work collaboratively with SLT Behaviour Link to evaluate attendance and monitoring systems for students attending Alternative Education Provision. 	Improved attendance of individual students accessing Alternative Education Provision.	School budget	SLT/Govs



ENFORCE: Enforcing attendance through statutory routes

KPI No	Objective /KPI	Lead	Gov Link	Action Autumn 2	Action Spring 2	Actions Summer 2	2023 Target	Cost	Evaluating
1	Develop/improve communications systems where any child who fails to attend regularly or has 10 days of unauthorised absence is reported to the Local Authority.	PL/ GS	Full Governors	<ul style="list-style-type: none"> Students with 10 days unauthorised absence referred to local authority. 	<ul style="list-style-type: none"> Students with 10 days unauthorised absence referred to local authority. Attendance Manager to liaise with LA Senior Attendance Officer to review and record legal interventions / actions. Pastoral Teams to follow up with CSC and/or CFP to ensure that the families are being supported. 	<ul style="list-style-type: none"> Students with 10 days unauthorised absence referred to local authority. Evaluate success of LA interventions / actions and, if necessary, challenge outcomes. Evaluate success of CSC and/or CFP interventions and, if necessary, challenge the support being offered. 	Statutory routes raise attendance of those students / families being supported.	School budget	SLT/Govs