

# Attendance

## at Levenshulme High School

### Form Tutors

- Will congratulate students for having attendance within this band.
- Will ensure students collect termly reward badges from the senior leadership team.

### Form Tutors

- Will discuss attendance with students ensuring that they are welcomed back and are aware that the absence has been noted.
- Will set an attendance target.
- May contact the family to discuss absence from the school.

### Pastoral Managers/Heads of Progress

- Will work with families and ensure an understanding of the link between attendance, progress and attainment.
- Will set an attendance target.
- Will arrange attendance meetings to ensure that we can discuss attendance concerns with you.
- Will complete a referral for Early Help support with a family's consent.
- Will work with the Attendance Team to offer a parenting contract.
- Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority. An ESO would identify a supervising officer to advise, help and direct students and families to improve access to education.

### Attendance Team

- Will continue to discuss the impact that absence is having on academic progress.
- Will set an attendance target.
- Will monitor attendance and safeguarding.
- Will coordinate home visits and attendance meetings to ensure that we can discuss attendance concerns and create a plan for improvement.
- Will work closely with other agencies to offer support and a personalised intervention package.
- Will balance support and challenge.
- Where Early Help support or a parenting contract has not brought about an improvement, an Education Supervision Order (ESO) will be discussed with Manchester Local Authority.

### Attendance Team, Manchester Local Authority and Other Agencies such as Manchester Children's Services

- Will intensify the support and challenge already started by school.
- Will support a student back into school and ensure measures are in place to build confidence and bridge gaps.
- Will consider placing a student into alternative forms of educational provision to overcome the barriers to being in school.
- Will build on the existing Early Help offer to include a single assessment plan and a lead practitioner from the team or service best placed to support a family, to bring about an improvement in attendance.

## 100 - 98% ATTENDANCE

Congratulations! Your child's attendance is excellent. Students in this band are eligible for a range of rewards.

## 97 - 95% ATTENDANCE

Your child's attendance is below Levenshulme High School's expected percentage. Your child may have been ill. This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of school hours. A student in this band will probably continue to make progress but will need to work hard to maintain this.

## 94 - 91% ATTENDANCE

Your child's attendance is a cause for concern and is significantly below Levenshulme High School's expected percentage. Lost learning will make progress difficult and there is a significant risk of under achievement. Your child must speak to teachers to catch up with work and you must now meet with their Year team to discuss everything that is affecting your child's attendance. You may be asked to enter into a parent contract to improve attendance.

## BELOW 91%

Your child's attendance is a serious cause for concern and there is a severe risk of under achievement. Your child is classed as a persistent absentee and urgent measures need to be taken to ensure that there is an improvement or your child will not reach their potential, will gain fewer qualifications and will be less likely to gain entry to further education, training or employment. Unless there are genuine reasons preventing your child from attending school, legal action will be taken.

## BELOW 51%

Your child's attendance is so low that they are classified as severely absent.

School will work with Manchester Local Authority and other local partners to intensify the support and challenge offered. If you do not work with Levenshulme High School to improve attendance there may be further legal action.