

# ATTENDANCE PROCEDURE

At Birchwood High School, we are dedicated to helping every child succeed. Regular attendance is key to learning, well-being, and future opportunities. Research clearly links attendance to achievement, showing that students who attend regularly perform better academically and access more opportunities. We are committed to working collaboratively with families to overcome any barriers and ensure every child receives the education they deserve. Below we outline our attendance procedure, working closely with families to provide tailored support.

OUR ATTENDANCE AIM

96%

The school's attendance aim is 96% or above, in line with local authority guidelines. This aim reflects our belief that regular attendance provides students with the best foundation for success. To help all students meet this target, the school implements proactive and supportive measures:

1. Building relationships with families and students and fostering open communication.
2. Creating a safe, supportive, and engaging school environment.
3. Raising awareness about the importance of good attendance and punctuality.
4. Monitoring attendance closely and recording reasons for absences promptly.

## Step 1: If Attendance Drops to 93%

Families receive an **Attendance Awareness Communication**. This acts to reemphasise the importance of attendance and the school's expectations and highlights to parents that their child's attendance is below where the school would like it to be. It is an early outreach to offer support to identify and address any challenges that may be affecting attendance.

If attendance improves the student's attendance will continue to be monitored as part of the school's regular procedures and no further action is required.

93%

## Step 2: If Attendance Drops to 91%

Families are invited to an **Attendance Support Meeting** to collaboratively explore specific barriers to attendance, ensuring an individualised approach to improvement.

If attendance improves the student's attendance will continue to be monitored as part of the school's regular procedures and no further action is required.

91%

## Step 3: If Attendance Drops Below 90%

Students are classified as **Persistent Absentees** under government guidelines (missing 10% or more schooling).

An **Attendance Resolution Meeting** is held with families, focusing on:

- Creating a customised Assess/Plan/Do/Review plan tailored to the child's needs.
- Evaluating the potential need for fines and legal action on a case-by-case basis.

If attendance drops below 50%, students are classified as **Severe Absentees** under government guidelines.

PERSISTENT ABSENTEE

<90%