

## **Attendance Process:**

At Abbeyfield we are committed to promoting excellent attendance.

We have a strong team that will work closely with families to explore methods to support good attendance. This may include access to in-house interventions or referrals to external agencies and professionals. We aim to support all students to attend school to ensure they are able to progress academically as this will clearly impact on their outcomes and future pathway choices and opportunities. We are also keen support mental health and well-being and understand that sustaining peer relationships and having regular social interactions is key to equipping young people with the range of skills they need to develop as young adults.

Our Attendance Officer meets with Heads of Year regularly to review attendance for each year group. If concerns are raised regarding your child's attendance, we will contact you. We have a legal duty to communicate concerns around attendance and will do this through a staged approach.

**Stage 1** – A letter will be sent to you to make you aware that we have concerns around your child's attendance to school. We welcome open communication and the opportunity to work together to explore and remove any barriers. This will happen when your child's attendance drops below 96%.

**Stage 2** – A letter will be sent to raise concerns. It will outline a review period where we will closely monitor the attendance of your child. If your child's attendance does not improve, we will move to implementing an attendance support plan, or, Stage 3.

**Stage 3** – You will be invited into school to attend a Parent Contract Meeting. We will work with you to identify any barriers and will set a review date. If attendance does not improve once a Parent Contract is in place, we will seek advice from the School Attendance Support Service (SASS) at the Local Authority. The SASS team have asked us to refer all students who have 80% or less attendance and these students are discussed half termly. Referrals may not be made if there are extenuating circumstances, for example medical evidence has been provided. The SASS team will make contact with parents/carers to explore additional options to support the child or young person to attend school. If no improvement is evident this could result in a fixed penalty notice or a prosecution.

The Attendance Team are keen to work with all families. In the first instance, if you have a concern about your child's attendance, please contact your child's Head of Year.

Yr 7 – Mrs Giles – [kelly.giles@abbeyfieldschool.org.uk](mailto:kelly.giles@abbeyfieldschool.org.uk)

Yr 8 – Miss Adamson – [emily.adamson@abbeyfieldschool.org.uk](mailto:emily.adamson@abbeyfieldschool.org.uk)

Yr 9 – Mrs VanGeijlswij – [VanGeijlswij2@abbeyfieldschool.org.uk](mailto:VanGeijlswij2@abbeyfieldschool.org.uk)

Yr 10 – Mr Hall – [nathan.hall@abbeyfieldschool.org.uk](mailto:nathan.hall@abbeyfieldschool.org.uk)

Yr 11 – Mr Ward – [andrew.ward@abbeyfieldschool.org.uk](mailto:andrew.ward@abbeyfieldschool.org.uk)

Further contacts that will ensure you are supported with your child's attendance:

Attendance Manager – Jayden Walker – [jayden.walker@abbeyfieldschool.org.uk](mailto:jayden.walker@abbeyfieldschool.org.uk)

Educational Welfare Officer – T Coare

Attendance Officer – [sharan.brar@abbeyfieldschool.org.uk](mailto:sharan.brar@abbeyfieldschool.org.uk)

Attendance Admin – [tiffany.sanderson@abbeyfieldschool.org.uk](mailto:tiffany.sanderson@abbeyfieldschool.org.uk)

We are committed to promoting excellent attendance for all students, therefore alongside our stages approach, please be aware we will be sending out positive communications where students continue to have outstanding attendance.