



## Notre Dame High School Sixth Form Attendance Intervention Agreement

Attendance for all students will be reviewed as below.

Attendance Monitoring Review Points			
Cycle	Date	Y12	Y13
M1	October	✓	✓
Interim 1	November	✓	✓
M2	December	✓	✓
Interim 2	February and March	✓	✓
M3	May	✓	
Interim 3	June	✓	
M4	July	✓	
Stage	Intervention		
<b>0</b>	<p><b>Stage 0 is ongoing for all students</b></p> <ul style="list-style-type: none"> <li>• Using Bromcom registers Miss Vessey and Mrs Deeney follow up reasons for absence with students and parents.</li> <li>• Miss Vessey and Mrs Deeney contact home via email, text or phone the same day if there is an unreported absence from lessons.</li> </ul>		
<b>1</b>	<p><b>Attendance below 90%</b></p> <ul style="list-style-type: none"> <li>• Student attends an attendance assembly with one of the sixth form team.</li> <li>• Parent/carer receives correspondence home informing them that this meeting has taken place and that the student is on Stage 1.</li> </ul> <p><b>Attendance is reviewed at next monitoring review point</b></p> <ul style="list-style-type: none"> <li>• If attendance improves and is above 90% the student will return to stage 0.</li> <li>• If a student remains on stage 1 for two consecutive monitoring review points they will move to stage 2.</li> </ul>		
<b>2</b>	<p><b>Attendance below 80% or continued poor attendance</b></p> <ul style="list-style-type: none"> <li>• Student is invited to a meeting with a member of the sixth form team where we will discuss attendance and agree targets and support actions to improve attendance.</li> <li>• An Attendance Agreement will be put in place and signed by the student and a member of the sixth form team.</li> </ul> <p><b>Attendance is reviewed at next monitoring review point</b></p> <ul style="list-style-type: none"> <li>• If attendance improves and is above 90% return to stage 0</li> <li>• If attendance does not improve or declines further we will implement the next stage of the attendance policy.</li> </ul>		
<b>3</b>	<p><b>Attendance below 70% or failure to meet the targets set by the Attendance Agreement.</b></p> <ul style="list-style-type: none"> <li>• Parent/carer and student will be invited to a meeting with the Head or Assistant Head of Sixth Form.</li> <li>• The Attendance Agreement will be re-issued and additional targets will be put in place.</li> </ul>		
<b>4</b>	<p><b>Attendance below 60% or failure to meet the targets set by the Attendance Agreement.</b></p> <ul style="list-style-type: none"> <li>• Possible request to leave sixth form if the student is persistently absent from school or lessons and refuses to engage with intervention procedures.</li> </ul>		