



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