



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 | Stage 0 is ongoing for all students <ul style="list-style-type: none"> Using Bromcom registers Mrs Borden and Mrs Deeney follow up reasons for absence with students and parents. Mrs Borden and Mrs Deeney contact home via email, text or phone the same day if there is an unreported absence from lessons. | | |
| 1 | Attendance below 90% <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. Attendance is reviewed at next monitoring review point <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 | Attendance below 80% or continued poor attendance <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. Attendance is reviewed at next monitoring review point <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 | Attendance below 70% or failure to meet the targets set by the Attendance Agreement. <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 | Attendance below 60% or failure to meet the targets set by the Attendance Agreement. <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. | | |