

### Carnforth High School Attendance Strategy 2025-2026

Thresholds for Identification					
Intervention Stage	Stage 1 Prevention and awareness	Stage 2 Early Intervention- falling attendance	Stage 3 Targeted support	Stage 4 Targeted reengagement	Stage 5 Legal interventions
<b>Attendance</b>	97.1%-98%	97%-91.1%	91%-70%	69.9% – 50.1%	Below 50% (SA)
				Persistently Absent 50-89.9%	Severely absent below 50%

Weekly actions:

- Tutorial dedicated to attendance analysis – up/at/down pupil attendance by week. Tutor support for falling attendance to identify barriers and support.
- Weekly assembly include attendance awards and updates on tutor group attendance competition with a weekly trophy awarded to the highest attending tutor group.
- Positive social media posts regarding the importance of attendance.
- Attendance information analysed weekly using Attend to support intervention at cohort and individual level.
- Daily communication from the attendance and pastoral team for identified students with falling attendance (first response cohort identified by attendance manager).
- Attendance strategy meeting – Head, AHT, Attendance Manager– feeding into PASS for holistic action.

Rewards:

- 100% attendance ClassCharts button – entry into weekly prize draw and raffle tickets for termly prize.
- Weekly improved attendance - raffle tickets for termly prize.
- Half termly tutor challenge – tutor group with highest % attendance receives celebratory breakfast (in each year).
- Termly attendance celebration – pupils with 97.1% attendance or higher qualify for reward afternoon.
- 100% attendance – half termly/termly reward for individual students.
- 100% attendance year – special recognition awards.

### Support Stage 1 Prevention and awareness

Universal offer to focus on positive praise and encouragement of regular attendance and attendance success.

Rewards:

- Assemblies
- Tutor competition
- Displays
- Weekly ClassCharts points for prize draw
- Social media
- Positive communication home to parents

Intervention:

Parental communication if attendance falls within 97.1%-98% - awareness and understanding.

### Key Actions for Support at each Stage

Stage 1: 97.1% - 98% attendance				
Action Point	Action	Staff	Documentation	Timescale
1.1	Report run from ATTEND by year group.	Attendance Manager	Attend/ClassCharts	Weekly

	<p>Students for praise and supportive communication are identified and messaged via Attend</p> <p>Students who show a decline in attendance from previous week (10% triggers communication home) receive communication home highlighting falling attendance and raising concern (via form tutor and HoY)</p>			
1.2	<p>Attendance Action shared with HoY</p> <p>Actions:</p> <p><b>1.2.1</b> Students for praise receive CC points and are entered into relevant prize draw – 100% attendance and improved attendance from previous school week raffle tickets.</p> <p><b>1.2.2</b> Parents of students identified with a decline in attendance are sent a text message.</p> <p>Parent communication logged on Attend using the Stage 1 Attendance Action category. Concerns included on CPOMS as appropriate.</p>	<p>Attendance Manager</p> <p>Form Tutor</p>	<p>Messages sent via Attend (text message)</p>	Weekly
1.3	<p>Names of 100% attendance students shared with the Pastoral team for assembly celebration and prize draw and with form tutors for raffle tickets.</p>	<p>Attendance Manager</p> <p>Admin</p>	<p>Attendance Action tracker</p>	Weekly
<p><b>Quality assurance:</b> monitoring of ClassCharts points awarded, communication monitoring through Attend, emails monitored on CPOMS, and attendance tracker updated.</p>		<p>Head of Year</p>		Weekly

Attendance Manager logs all actions to students on Attendance Tracker.			
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Support Stage 2 Early Intervention- falling attendance
<p><b>Stage 2: Attendance communication (Early Intervention) sent home where attendance falls below 97- 91.1%.</b></p> <p>Home visits may be conducted.</p> <p>Attendance concern communication sent home. Attendance conversation with child held with Form Tutor/HoY to discuss support or areas of concern which will then be addressed through intervention for these children (first response, tutor discussions, identification of issue and intervention as appropriate)</p>

Stage 2: 97% - 91.1% attendance				
Action Point	Action	Staff Responsible	Documentation	Timescale
2.1	Attend provides tutors with students in their group who are entering stage 2 and at risk of stage 3.	Attendance Manager		Weekly
2.2	<p>Conversations with stage 2 focus students to encourage 100% weekly attendance. Students aim for 100% attendance that week in order to receive a raffle ticket. The form tutor should encourage the group to attend, developing their resilience.</p> <p>Parents are notified via Attend message that their attendance is being monitored.</p>	Form Tutor	CPOMS records.	Weekly during tutorial

2.3	End of focus period impact monitored and logged.	Attendance Manager		Monthly
<b>Quality assurance:</b> ATTEND log of parent communication, improved attendance communication, student celebration in parent newsletter. Relevant information logged on CPOMS		Head of Year		Weekly.

### Support Stage 3 Targeted support

#### Stage 3: Attendance communication sent home when attendance falls below 91% - 70%

All students enter into monitoring group which is checked weekly. Further communication will be sent to parents if attendance continues to fall (communication home at 10% increments)

Home visits as appropriate

Prosecution for absence where applicable (10 in 10 threshold)

### Stage 3: Below 91% - 70% attendance

Action Point	Action	Staff Responsible	Documentation	Timescale
3.1	AM provides Head of Year with names of students in their year group who are in stage 3 70-91%. These students will be identified through ATTEND and HoY will monitor attendance each week and contact home when the student is absent.	Attendance Manager	Stage 3 attendance tracker	Weekly
3.2	Conversations with Stage 3 focus students to encourage 100% weekly attendance. Students aim for improved or 100% attendance that week to qualify for a raffle ticket. The Head of	Head of Year	ATTEND/CPOMS records.	Daily  Identify barriers, understand reasons for inconsistent

	<p>Year should encourage the group to attend, developing their resilience.</p> <p>Parents are notified by the Head of Year that their attendance is being monitored and encouraged by school for a period of one-half term. Phone call logged on ATTEND and CPOMS as appropriate</p>			<p>absence to move forward. Monitor</p> <p>Focus period changed to half term. At the end of half term. All students who have improved their attendance from point of ID, receive a prize (points) and a prize draw.</p> <p>HOY invites parents &amp; child in to discuss if attendance continues to fall.</p> <p>Attendance agreement to be generated by HOY, attendance reviewed over the 2 weeks.</p>
3.3	End of focus period impact monitored and logged.	Attendance Manager		Half termly
<b>Quality assurance:</b> ATTEND/CPOMS log of parent communication, improved attendance postcards, student celebration in parent newsletter.		Head of Year		Weekly.

#### Support Stage 4 Targeted reengagement

##### **Stage 4: Attendance communication sent home when attendance falls below 70%**

Students who fall below between 70% consistently fall into stage 4 support actions with panel meetings and support offers to engage pupils and families with the benefits of regular school attendance

Weekly communication with home and home visits to see the pupil.

Attendance Panel Meeting held with HoY to create Attendance Action Plan (AAP) with clear aims and actions to address falling attendance patterns.

All PN1/court preparation work, as necessary.

Support actions offered: SNAP testing and Wave provision, reduced timetables, referrals to appropriate external support, school counsellor, additional screening.

Prosecution for absence where applicable.

Stage 4: 69.9% - 50.1% attendance				
Action Point	Action	Staff Responsible	Documentation	Timescale
4.1	HoY/AM to work with Stage 4 cohort (69.9%- 50%) and in persistent absence. Priority students are those who are disadvantaged.	Attendance Manager/HoY	Intervention tracking document	Weekly
4.2	Attendance Panel meeting with parents to discuss barriers to attending school and any support appropriate to the pupil/family. This may include offer of EHA, screening for ability and any unmet need, SEMH baseline assessment and subsequent support or referrals, form move, transport or uniform support.  From the meeting an Attendance Support Plan is created.  Where the family are disengaged with support or with school, our Attendance Support Officer from the Local Authority should be invited for a formal meeting.	Attendance Manager	Attendance Support Plan – saved in Attendance folder of Year Team OneDrive area.	Week one of half term  S4 Attendance agreement Possible attendance panel meeting with the LA
4.3	Panel meeting logged	Attendance Manager	ATTEND/CPOMS	Immediately after meeting

4.4	Attendance Support Plan – word file saved in Attendance folder of Year Team OneDrive area. PDF file sent to Pastoral Admin for uploading to ClassCharts.	Attendance Manager	Attendance Support Plan	Within two working days of the meeting
4.5	Daily attendance monitoring and check in for students within stage 4 cohort. Students prioritised for home visits.	Attendance Manager	ATTEND/CPOMS for logging home visits	Daily
4.6	HoY to drive belonging and focus and develop competitive spirit for achieving improved attendance.	Attendance Manager		Weekly within form time
4.7	Regular phone calls/texts home to update and encourage support from parents as well as discuss any challenges faced that week.	Attendance Manager		Weekly
4.8	Impact of support and attendance is monitored in the last week of half term.	Attendance Manager	Attendance case studies	Last week of half term
<b>Quality assurance:</b> ATTEND/CPOMS log of parent communication, improved attendance postcards, pupil celebration in parent newsletter, Sims register marks, minutes of meeting and attendance support plan.		CCH		Weekly

#### Support Stage 5 below 50% attendance

Attendance Panel Meeting held with Attendance Manager and Local Authority Attendance Support Officer and AHT responsible for attendance.  
 Parenting orders  
 Penalty notices  
 Prosecution  
 Education Supervision Order (ESO)