



## Astley Park School Attendance Intervention Hierarchy

Attendance Intervention	Action	Staff Responsible
<p style="text-align: center;">All Pupils</p>	<p>Pupils receive individual percentage attendance on a half termly basis. This will also be colour coded <b>Green, Orange, Red.</b></p>	<p style="text-align: center;">Attendance Manager ↓ Class Teachers</p>
	<p>Class teachers discuss attendance patterns and the impact of positive attendance on a regular basis.</p>	<p style="text-align: center;">Class Teachers/ Teaching Assistants</p>
	<p>Pupil's attendance to be displayed in all classrooms.</p>	
	<p>Teachers to stress to pupils the link between good attendance and attainment on a regular basis.</p>	
<p style="text-align: center;">95% and above - <b>Green</b></p>	<p>Rewards available - £5.00 vouchers for 100%, Certificates, notes home, free toast vouchers.</p>	<p style="text-align: center;">Attendance Manager</p>
	<p>Golden Time vouchers awarded for good/improved attendance.</p>	<p style="text-align: center;">Class Teachers</p>
<p style="text-align: center;">85 - 94% - <b>Orange</b></p>	<p>Parents to be informed that their child will be monitored closely by the Attendance Manager and to be encouraged to contact school if support is required.</p>	<p style="text-align: center;">Attendance Manager</p>
	<p>Attendance Manager to identify pupils to be monitored at this level. Pupils in this category due to extended illness (such as</p>	

	a broken leg) or a holiday will not be involved in this monitoring.	
	Dialogue with identified pupils on a weekly basis to review attendance, encourage and discuss absences.	Attendance Manager
	On a half termly basis a certificate of congratulations to be sent out to those pupils showing improved attendance.	
	Attendance Manager to monitor those failing to make progress - possible parental meeting.	
Less than 85% attendance - Red	Parents/Carers of pupils falling below 85% attendance will be contacted and support and advice will be given by the attendance manager.	Attendance Manager
	1:1 meeting with any identified pupils on a half termly basis. A clear target to be set and communicated to parents/carers. A timescale for the monitoring of targets needs to be set.	
	Pupils failing to make progress need to be referred to the Pupil Attendance Support Team. (PAST)	Attendance Manager ↓ PAST