



Southlands School Attendance Process

Southland's process is monitored by percentage, not time frame.

1. **Regular monitoring** - This involves tracking attendance daily/weekly and compiling data to identify students with lower attendance rates.
2. **Early Communication** - 90 % to 96 % - School to send a letter to parent/carer to highlight concerns when attendance falls below 96 %.
3. **Text Updates** - We will keep parents updated on their child's attendance percentage throughout the year to help them stay informed and track their child's progress.
4. **When attendance falls below 92 %** - When a student's attendance is close to the 90% threshold, our Head of Years will contact parents early to discuss any issues affecting attendance and provide support.
5. **When attendance falls below 90 %** - For students whose attendance falls below 90 %, Southlands will send an attendance letter to parents. This letter will outline the concerns, emphasise the importance of regular attendance, and offer support and suggest a meeting. During this attendance meeting an individual attendance plan will be completed and a review date set.
An individual attendance plan is a proactive approach to address attendance concerns and provide targeted support for students who may be facing challenges in attending school regularly. The meeting will cover:
 - Assessment of attendance patterns.
 - Determining the reasons behind the student's poor attendance.
 - Set attendance goals.
 - Outlining specific interventions and strategies. This could include academic support, counselling, mentoring, or other forms of assistance.
 - Regular monitoring and review will occur every 4 weeks. If no improvement is observed, meetings may be rescheduled sooner as needed.
6. **No improvement in attendance** - If the child's attendance does not improve despite the school's support efforts, a follow-up meeting will be scheduled to discuss opening an Early Help Assessment. This aims to support an improvement in attendance and explore any necessary support for the entire family.
7. **If there is still no improvement in attendance** - In the event of continued unsatisfactory attendance, a formal referral will be submitted to the Local Authority (North Tyneside Council) for comprehensive review, and to consider whether more formal action should be taken.