

ATTENDANCE STRATEGY: 2025-26

KEY PERFORMANCE INDICATORS

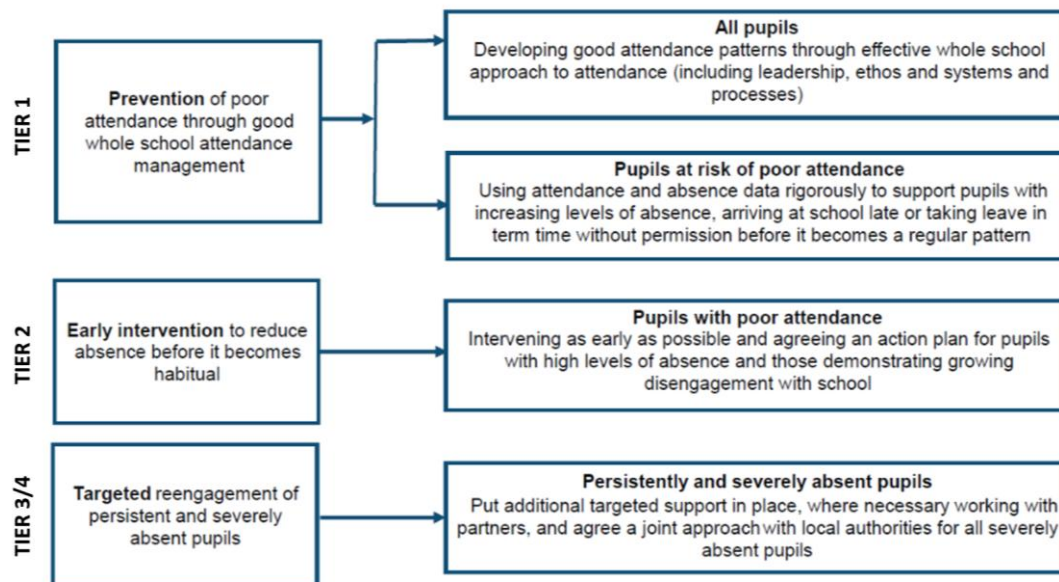
- An improvement in Whole School Attendance: target 96%+ (Purbeck 2024-25: 92.6%)
- An improvement in Disadvantaged School Attendance (Purbeck 2024-25: 87.8%)
- A reduction in Whole School Persistent Absenteeism (2024-25 22.6%)
- A reduction in disadvantaged Persistent Absenteeism (Purbeck 2024-25: 36.3%)

Tier 1	Expect	<ol style="list-style-type: none"> 1. Attendance is everyone's business 2. School's curriculum, ethos, behaviour and inclusivity ensure pupils are able to achieve the best possible attendance 3. Robust transition processes in which schools deliver clear messages about the importance of attendance 4. Ensure attendance policy is up-to-date and clear to all pupils, parents and staff 	<ul style="list-style-type: none"> • Attendance letter 1 – New school year
	Monitor	<ol style="list-style-type: none"> 5. <ul style="list-style-type: none"> • Monitor attendance • Send half termly data to parents • Monitor punctuality 	<ul style="list-style-type: none"> • Log causes of absence on attendance marksheet • Parent half termly attendance report • Attendance letter 2a – Initial Monitoring Letter • Attendance letter 7 – Lateness
Tier 2	Listen and Understand	<ol style="list-style-type: none"> 6. <ul style="list-style-type: none"> • Listen to pupils and families to understand barriers to attendance • Ensure appropriate support is in place • Liaise with relevant agencies and partners • TAF or medical TAF and consideration of SEND need 	<ul style="list-style-type: none"> • Record contact with pupils and parents • Attendance letter 2b – Monitoring Letter
	Facilitate Support		
Tier 3	Formalise Support	<ol style="list-style-type: none"> 7. <ul style="list-style-type: none"> • Provide praise and encouragement • Carefully manage and support the pupil 	<ul style="list-style-type: none"> • Attendance letter 4 – Attendance improvement
		<ul style="list-style-type: none"> • Meet with pupil and family • Agree an attendance plan with a 15-day review period • Discuss at half-termly inclusion meeting with link Inclusion Lead 	<ul style="list-style-type: none"> • Attendance letter 3 – Invitation to attendance meeting • Attendance action plan
Tier 4	Enforce	<ol style="list-style-type: none"> 8. <ul style="list-style-type: none"> • Provide praise and encouragement • Carefully manage and support the pupil 	<ul style="list-style-type: none"> • Attendance letter 4 – Attendance improvement
		<ul style="list-style-type: none"> • Where there is no improvement, school arranges an Inclusion Panel meeting • 15-day improvement notice 	<ul style="list-style-type: none"> • Attendance letter 5 – Invite to Inclusion Panel • If parents do not attend Inclusion Panel send letter 6 • If parents do not follow agreed actions send letter 5a
		<ol style="list-style-type: none"> 9. <ul style="list-style-type: none"> • Provide praise and encouragement • Carefully manage and support the pupil 	<ul style="list-style-type: none"> • Attendance letter 4 – Attendance improvement
		<ul style="list-style-type: none"> • Dorset Council Local Code of Conduct • Attendance legal intervention 	<ul style="list-style-type: none"> • Fixed Penalty Notices • Parenting contract, Education Supervision Order, attendance prosecution, parenting orders

- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

ATTENDANCE INTERVENTIONS

Effective school attendance improvement and management



Tier 1	Tier 2
<ul style="list-style-type: none"> • Tutor commitment • Club Zero • Study Plus Catch Up support 	+ <ul style="list-style-type: none"> • Attendance challenge • Lunchtime quiet space • Anxiety mapping • Exit cards • TAF/Medical TAF • SEND review • Wellbeing sessions
Tier 3	Tier 4
+ <ul style="list-style-type: none"> • Attendance awareness session • Attendance action plan • School mentoring • The Den • External agency referrals, e.g. early help, CAMHs 	+ <ul style="list-style-type: none"> • Attendance action plan • Fixed Penalty Notices • Parenting contract • Education Supervision Order • Attendance prosecution • Parenting orders

NATIONAL ATTENDANCE THRESHOLDS

Absence	Outcome
<ul style="list-style-type: none"> • 10 sessions unauthorised absence (5 days) within 10 school weeks (codes G, N, O, U) 	→ Fixed Penalty Notice (see Dorset Local Code of Conduct)
<ul style="list-style-type: none"> • 10 days continuous unauthorised absence (codes G, N, O, U) 	→ Inform Local Authority (via ACE)
<ul style="list-style-type: none"> • 15 days cumulative absence due to illness (code I) 	→ Inform Local Authority (via ACE)