

Monitoring and Support

How to monitor your child's attendance

We provide several tools and resources to help you stay updated on your child's attendance and punctuality:

- **EduLink App:** The EduLink App gives parents quick access to important attendance and achievement information:
 - **Daily Lesson Attendance:** Track attendance and punctuality for each lesson every day.
 - **Cumulative Attendance:** View cumulative attendance over the month or academic year.
 - **Subject Attendance:** Monitor attendance and punctuality in individual subjects to help identify any patterns.
 - **Achievement Record:** See your child's achievement record, where house points are awarded weekly for 100% attendance and punctuality, supporting and celebrating their consistency.
- **Half-Termly Absence Reports:** These detailed reports provide a day-by-day breakdown of absences and late marks, making it easier to identify patterns and support good attendance.

With these tools, you'll have a complete view of your child's attendance and achievements, allowing you to stay involved in their school journey and celebrate their successes.

Supporting our students

We are committed to working together with parents and students to identify and address any barriers to attendance. By collaborating closely, we can develop effective support strategies to help students maintain consistent attendance.

- **Identifying Barriers:** We understand that there may be various challenges impacting a student's ability to attend regularly. By working together, we can uncover these barriers and consider how to best support your child.
- **Support and Adjustments:** Our pastoral team is ready to discuss and implement reasonable adjustments to overcome your child's barriers to attendance. These adjustments might include additional resources, flexible strategies, or support tailored to individual circumstances. We will also work with you to identify your role in improving your child's attendance.
- **Open Communication:** To make a difference, we rely on open communication from parents. If there are issues impacting your child's attendance, please reach out to us. Together, we can create a positive plan to support your child's success and wellbeing.

Attendance Information for Parents

By working in partnership, we can ensure that every student has the support they need to overcome challenges and attend school regularly.

Information relevant to mild anxiety in relation to school

In recent years, we have seen an increase in students reporting that anxiety is a primary reason for difficulties in attending school. These resources are designed to help children and young people if they are feeling worried about school.

- [A guide by YoungMinds charity for parents](#) on school anxiety and refusal.
- [BBC parents' toolkit](#) on how parents can help their child get through tough times.

We can also offer in-school support with anxiety issues. Please contact your child's Pastoral Team or the Attendance Officer to discuss this if your child would like this support.

General information relevant to children and young people's wellbeing and mental health

These resources are dedicated to children and young people's general mental health and wellbeing, with a particular focus on mindfulness and developing coping skills in young people.

- [Place2Be](#) has a host of mental health resources available. They organise Children's Mental Health Week every year.
- Anna Freud: [self-care strategies for young people](#) feeling low or anxious and [self-care tips for parents and carers](#).
- [SafeSpot](#) is an iPhone and Android app that promotes positive mental wellbeing in children and young people and has been designed to help children and young people with their coping skills.
- [BBC's wellbeing resources](#) for families.
- Young Minds: [a letter about how I'm feeling](#): worksheet to help young people express their feelings and understand what may have triggered them. For use with young people in school or at home.
- [NHS Every Mind Matters](#): Looking After Your Mental Health Resources aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing by promoting a range of self-care actions.

Identifying reason for absence when no reason has been given

Wyvern College uses the 'SIMS InTouch' system to monitor daily attendance. If a student is not present for registration and no reason for absence has been provided, an automated text message will be sent to the parent/carer on record. The notification will state: "<First name> has been absent on the following date. Please respond by specifying the reason for absence." Parents/carers are expected to reply promptly to this message to ensure the absence reason is updated in our system. If no response is

received, additional messages may be sent, and, if necessary, the College will make further contact to confirm the reason for absence.

School support and accountability for low attendance

Wyvern monitors all students' attendance and punctuality, and the Attendance and Pastoral Teams meet regularly to identify concerns and offer support and accountability for families. We adopt a 'support first' approach. However, if this is not engaged with, or not successful in raising a student's attendance we are required to pursue more formal accountability measures, which can include Attendance Legal Interventions to protect a child's right to a full-time education.

Broken weeks monitoring

When a pattern of repeated non-completion of full weeks at school is identified the following action is taken:

- **Broken Weeks Letter** notifying the parent where a student does not complete continuous full weeks at school

Cumulative attendance monitoring

When a student's attendance falls below 94% (greater than 6% absence) the following action is taken:

- **Stage 1 Letter** – Formal letter notifying the parent that their child's attendance has dropped below 94% and is a concern
- **Stage 2 Letter**– Formal letter expressing our continued concern that a student's attendance now fallen below 90% (greater than 10% absence). The Pastoral Team will call home to discuss reasons for absence and offer support
- **Stage 3 Letter** – Formal letter expressing further concern that a student's attendance has either remained below 90% for a sustained period or has now fallen to below 80% (greater than 20% absence). The Pastoral Team will invite the parent and student for a meeting to further plan how to improve the student's attendance and discuss next steps if this is not effective. Support will be

offered and the expectation made that the parent provides medical evidence to support absence related to illness and they will be advised that absences will be unauthorised unless evidence is provided

- **Notice To Improve Attendance Planning Meeting-** If sustained improvement is not seen, a formal Notice To Improve letter is issued and the parent will be invited to a meeting with a member of the Senior Leadership Team to discuss attendance issues and a final offer of support will be made prior to Attendance Legal Intervention
- **Penalty Notice-** If sustained improvement is not seen a Penalty Notice will likely be issued. If this does not improve attendance a second Penalty Notice will likely be issued
- **Attendance Legal Intervention Team referral-** If two Penalty Notices have been issued in a three-year rolling period and sustained improvement in attendance is not seen a referral to the local authority Attendance Legal Intervention Team will be made. The local authority then make a decision whether to pursue a prosecution or other measures.

Unauthorised absence monitoring

Separate from the monitoring above, if a student's number of unauthorised absences meet the **national threshold** the school will review whether to issue a Penalty Notice (or if two have already been issued in a three-year rolling period whether to make a referral to the Attendance Legal Intervention Team). The national threshold is:

10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Note- each school day has two sessions (AM and PM), so the national threshold equates to 5 days of unauthorised absence in 10 school weeks.

Penalty Notices

A Penalty Notice can be issued either as part of the cumulative attendance monitoring after a Notice To Improve letter has been sent or if a student's unauthorised absence level meets the national threshold, or both.

For more information see the Guide to Penalty Notices on the attendance page of our college website:

[Attendance - Wyvern College - Think Grow Care](#)

Legal Intervention Team Referral

If a student's attendance does not improve despite our support efforts, we may need to make a referral to the Attendance Legal Intervention Team at the local authority. We typically only make this referral after all other collaborative efforts have been exhausted. This team collaborates with schools to address persistent absence through additional support and, if necessary, legal intervention. It is up to individual schools and local authorities to decide whether to involve the Attendance Legal Intervention Team in each case, after carefully considering the specific circumstances of the family.

If a referral is made, the local authority has several options to encourage improved attendance, including:

- **Attendance Contracts:** Agreements made with parents and students outlining expectations for improved attendance.
- **Education Supervision Orders:** Court orders placing students under the supervision of the local authority to ensure school attendance.
- **Attendance Prosecution:** Legal proceedings taken against parents who fail to ensure their child's regular attendance.
- **Parenting Orders:** Orders that require parents to attend counselling or guidance sessions to support their child's attendance.
- **Penalty Notices:** Fines issued to parents for unauthorised absences.

The goal of any intervention is to support students and families in overcoming barriers to attendance, ensuring every student has the opportunity to engage fully with their education.