

Ridgewood Attendance Strategy		
Wave One: Expect	We promote and insist on high attendance from all students. This is communicated to all stakeholders in a variety of ways, including but not limited to: policies, school displays, whole school letters of communication, standards and expectations week, tracking of attendance during personal development time, rewards/incentives.	
	Details	Interventions
Wave Two: Monitor	We have a dedicated attendance team who track and monitor patterns of attendance (at individual and cohort level). They work with all stakeholders to address poor attendance before it becomes a greater concern.	- First day telephone contact where reason for absence is unknown - Safe and well home visit on the first, second or third day of absence by the attendance and welfare officer - We may notify SYP and Social Care if we are not able to see the student after 72 hours
Wave Three: Listen and understand	Where poor attendance is a barrier to student achievement our attendance and welfare officer will engage with students and their parents/carers to listen and understand. They will work to agree ways in which all involved can work together towards improved attendance.	Letter one – Expectations Letter two – Invitation to meeting - Home visits by the attendance and welfare officer - Form tutor/year team support - Support via ATTEND strategy – Attendance and belonging AAHT support
No improvement, progress to wave four. Where absence intensifies, support intensifies.		
Wave Four: Facilitate support	Our attendance and welfare officer will work with others in school to facilitate support for individuals to overcome barriers. This may involve the Safeguarding Team or Early Help Co-ordinator, where poor attendance is a symptom of more complex issues that require expert support from external agencies.	Letter three – Invitation to meeting/EPN warning - Reintegration meeting with student - Parent/carer meeting with attendance and welfare officer and Associate Leader for Inclusion - Reintegration meeting with student - SENCO support - Safeguarding Team/Early Help support
Wave Five: Formalise support	Where absence persists and families are not engaging with support, our attendance and welfare officer will work to explain the consequences of non-attendance clearly. Support will be extended to enable parents/carers to respond. Depending on the circumstances, this may include formalising support through an Attendance Contract/support plan or Education Supervision Order.	- Formalised attendance contract - Parent/carer meeting with designated senior leader with responsibility for attendance - Education Supervision order - Involvement local authority - Attendance panel
Wave Six: Enforce	Where all routes of support have been exhausted and are not working or not being engaged with, attendance will be enforced through statutory intervention or prosecution to protect the students' right to an education.	- Attendance Prosecution Section 444 (1) - Unauthorised absence or Section 444 (1a) aggravated offence - Education Supervision Order - Magistrate's Court Hearing and Summons - LA Specialist Support Prosecution and post prosecution interventions