|  |  |  |
| --- | --- | --- |
| Document | Destination | Summary of Document |
| Attendance Hub Summary | Hub Overview | Summary of USPs attendance hub |
| Chief Executive Summary | Hub Overview | Foreword for resources: USP attendance hub by Tim Coulson (CEO, Unity Schools Partnership) |
| Attendance Strategy | Hub Overview | Sets out the MAT’s attendance strategy |
| Attendance Policy | Hub Overview | Generic Attendance policy which is used by all USP schools |
| Attendance Policy Summary | Hub Overview | Table to show impact of declining attendance and school support |
| School Attendance on a Page examples | Hub Overview | Attendance and Absence on a Page from the last few years. |
| Unity Expects (Staff) | Expectations | Sets out USP’s expectations of staff (tutor, Head of Year etc) and how they can contribute to school-based attendance |
| Ten-point parent reminder | Expectations | One page document that can be used to help families to understand their role in supporting attendance, obligations, and consequences of poor attendance of their child. |
| Attendance on a page | Expectations | Summary of both expectations of families and support available if attendance falls below trigger levels |
| Information for parents – everyday counts | Expectations | Visual display of key information for families – useful to send out to transition/new families and at the beginning of the term/year |
| Classroom Attendance Calculator | Expectations | A way of visually displaying information about the attendance of a group – e.g. a form, a Year group, a Key Stage, gender, vulnerable students etc |
| School Procedures | Expectations | Blank attendance procedure form. |
| Graduated response Example | Expectations | USP promotes very early intervention to support attendance and the use of sanctions at the last possible moment. The Graduated response shows the possible interventions to respond to attendance that does not meet the school’s expectations |
| EHE Slide Deck | Expectations | Presentation by Suffolk LA on Elective Home Education – focus on legal responsibilities of families and schools, the reasons for EHE and how schools can intervene to limit the extent of EHE |
| Abbots Green Attendance Vision | Expectations (Primary Only) | Abbotts Green Attendance strategy (presented visually) – possible training tool for staff |
| St Edward’s Attendance Autumn 2022 | Expectations (Secondary Only) | Shows how St Edwards records and report data on attendance |
| St Edward’s Attendance Poster | Expectations (Secondary Only) | St Edward’s poster to highlight the impact of declining attendance and consequences |
| St Edward’s Attendance Strategy | Expectations (Secondary Only) | St Edward’s attendance strategy |
| St Edward’s Attendance Summary Aut/Spr 2021-22 | Expectations (Secondary Only) | See above – reporting data |
| St Edward’s EHE Request | Expectations (Secondary Only) | Example of St Edward’s form to be used to apply to Electively Home Educate |
| St Edward’s Start of term attendance letter | Expectations (Secondary Only) | Letter sent to families to revisit school’s strategy and importance of meeting school’s attendance target |
| St Edward’s Attendance Policy | Expectations (Secondary Only) | St Edward’s Attendance policy |
| Letters (letter 1) | Listening and Understanding | Letter that can be used when child triggers school-based attendance levels – focus is on how school can support the family |
| Letters (Letter 2) | Listening and Understanding | Letter that can be used if second trigger level is reached or attendance does not improve after Letter one – emphasis remains on support but makes families aware of consequences of poor attendance |
| Letters (Letter 3) | Listening and Understanding | Letter than can be used if third trigger level is reached or again if attendance has not improved – emphasis is still on support but greater focus on consequences |
| Trial graph and letter | Listening and Understanding | Response to US research on attendance letters where readability and content does not appear to have desired impact. More visual letter where a child’s attendance is compared to class and not national average. (Still working on mail merge process) |
| Attendance Action Plan Contract | Formalising Support | Example of contract to be signed by child, family, and school to commit to and support improved attendance |
| Flow Chart | Enforcement | Visual representation of school-based response to a child’s absence |
| Letters (FPN) | Enforcement | Notification that school is following its attendance policy and recommending to the LA to implement a FPN |
| Education Supervision Orders | Enforcement | Example of an ESO (only to used by LA) |
| Leave of absence request form | Enforcement | An example of a USP Leave of absence form - |
| Attendance Letter Holiday Refusal | Enforcement | USP does not approve term time holidays – letter explaining why application has been rejected |
| Governor Report Template | Monitoring | USP expects all LGBs to have a nominated Attendance governor and that the HT reports on attendance at each LGB meeting |
| Trust Attendance updated weekly | Monitoring | Shows attendance of average of all trust schools by year group schools against national average and movements fortnightly |
| Year to Date - Attendance against National | Monitoring | Trust wide Excel spreadsheet used to record attendance (and PA) of all year groups in all school |
| Attendance Checklist | QA | Features of school-based attendance strategy – list of best practice used by Attendance leads across the Trust to monitor school attendance strategy |
| Director’s Checklist | QA | Quick check that could be used by Directors of MAT to make a quick assessment of the school’s attendance strategy |
| EBSA | Wider Reading | Summary of online articles on Emotionally Based School Avoidance |
| Summary of Research papers | Wider Reading | Summary of research on impact of attendance strategies |
| DFE Webinar Summary | Wider reading | Summary of DfE webinar on |