



**S.H.A.P.E**  
READY - RESPECTFUL - SAFE

# Attendance Policy

**Approved by: H.Schofield**

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## Who is Responsible

Attendance is the responsibility of all staff at SHAPE'

## Introduction

SHAPE Alternative Provision is dedicated to fostering a collaborative partnership with parents, caregivers, and other stakeholders to enhance attendance and punctuality within our alternative provision. We firmly believe that regular and punctual attendance is essential for children and young people to maximise their educational potential and fulfil the holistic outcomes outlined in Every Child Matters.

Recognizing the shared responsibility in promoting attendance, we actively engage parents, caregivers, and the students themselves as key partners in this endeavour. Together, we create an environment where attendance is valued and prioritised, laying the foundation for lifelong learning and success.

Additionally, we empower our students to take ownership of their attendance, fostering a sense of responsibility and self-discipline. We provide them with the tools, motivation, and encouragement to recognize the value of regular attendance, ensuring they make the most of their educational journey.

SHAPE Alternative Provision is committed to instilling a deep understanding of the long-term benefits of consistent attendance and punctuality in every child and young person we serve.

## Objectives

The objectives of our attendance policy are multifold:

### **Fulfilling Legal Obligations:**

We are committed to ensuring that parents, the alternative provision, and the Local Authority (LA) uphold their respective legal obligations pertaining to attendance. By adhering to legal requirements, we create a foundation that promotes accountability and shared responsibility.

### **Highlighting the Benefits of Regular Attendance:**

We seek to educate students and parents about the direct correlation between regular and punctual attendance and positive educational outcomes. Conversely, we emphasise the potential disadvantages of poor attendance and punctuality.

**Nurturing Partnership for Success:**

Our policy aims to strengthen the partnership between the alternative provision and parents, working collaboratively to achieve the highest level of success for every student.

**Integrating Every Child Matters Agenda:**

We ensure that all aspects of the Every Child Matters Agenda are embedded in our attendance policy. This holistic approach underscores our dedication to the well-being, development, and success of every student.

By focusing on attendance, we promote the five core outcomes:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well-being

**Staff Responsibility and Engagement:**

We instil a culture where attendance remains at the forefront of every staff member's mind. We emphasise that promoting regular attendance is a shared responsibility among all staff members.

SHAPE Alternative Provision is unwavering in its commitment to cultivating inclusive excellence through attendance.

**Guidelines**

To ensure a comprehensive approach to attendance and punctuality, we have implemented the following measures:

**Conveying Expectations:**

All staff members are expected to prioritise regular attendance and punctuality, setting a positive example for students. Through their actions, staff members reinforce the importance of attending alternative provision consistently and being punctual for all activities.

**Purposeful Registration:**

Our registration process is conducted in a manner that emphasises the significance of regular and punctual attendance.

**Parental Engagement:**

We actively inform parents about the crucial role regular attendance and punctuality play in their child's educational progress. Parents receive clear communication regarding acceptable and unacceptable reasons for absence, and they are encouraged not to plan family holidays during term time. We promote open communication and encourage parents to contact the alternative provision promptly if their child is absent, providing a note explaining the absence upon their return.

**Robust Attendance Policy:**

SHAPE Alternative Provision operates under a comprehensive attendance policy that actively encourages and reinforces regular attendance.

**Monitoring and Intervention:**

We closely analyse attendance and punctuality patterns, identifying any unexplained or frequent absences. When necessary, relevant parties, including parents and attendance officers, are promptly notified, and appropriate measures are taken to address the issue. Regular review of our procedures ensures ongoing improvement in managing attendance and punctuality.

**Effective Data Utilisation:**

We utilise attendance data as a valuable resource to monitor trends, identify areas for improvement, and implement targeted interventions. This data-driven approach enables us to tailor support strategies to meet the unique needs of our students.

**Proactive Parental Communication:**

If an electronic register is unavailable, we require the submission of a paper register to ensure accurate record-keeping. Furthermore, we emphasise the importance of parents promptly notifying the alternative provision about student absences on the first day of absence.

**Attendance Officer**

At SHAPE Alternative Provision, we are deeply committed to fostering a culture of exceptional attendance among our students.

Our attendance officer is head of school Harvey Schofield.

Recognising the transformative impact of regular attendance on students' educational journeys, it is our collective mission to foster a consistent and unwavering dedication to attendance. This vision extends beyond mere rhetoric and is deeply embedded in our school culture. Our aspiration is for all students to achieve a minimum attendance rate of 95% throughout the school year.

To symbolise this goal, the number '95' is prominently displayed on posters throughout the school, serving as a constant reminder of the importance of attendance and sparking curiosity and conversations among students and visitors alike.

Promoting exceptional attendance requires a unified effort from all members of our staff and governing body.

From key workers and form tutors to administrative staff and senior leaders, each individual actively supports and encourages positive attendance and punctuality.

We firmly believe that exceptional attendance is a shared responsibility and a cornerstone of our students' success. By working closely with students and their families, we ensure that appropriate support is provided to overcome any attendance challenges. We empower our students to take ownership of their attendance and punctuality, fostering a sense of responsibility and independence.

Our commitment to nurturing exceptional attendance extends beyond numerical targets. We understand that regular attendance is intrinsically linked to improved academic achievement, personal development, and future success.

At SHAPE Alternative Provision, exceptional attendance is not an isolated objective but an integral part of our holistic approach to education.

## **Attendance and Rewards**

At SHAPE Alternative Provision, we believe in recognizing and rewarding our students for their commitment to attendance and positive behaviour. As part of our comprehensive approach to fostering a culture of engagement and responsibility, we have implemented an incentive program that allows students to earn money based on their attendance, punctuality, and behaviour. Through this program, we aim to instil a strong sense of motivation and ownership in our students, empowering them to succeed academically and personally.

Our approach to incentivise attendance enables students to earn money throughout their time with us. By attending school regularly, behaving appropriately, and meeting specific criteria, students have the opportunity to accumulate funds that will be transferred to their account upon completing their journey with us at the end of Year 11.

To qualify for the transfer, students must:

- Maintain a behaviour score of 90% or above positive Dojo's
- An average weekly behaviour score of 7 or above
- Achieve an attendance and punctuality rate of 90% or above

Students can earn money through the following criteria:

### **Positive Dojo Rewards:**

If a student receives 36 positives, arrives at school on time between 9:00am and 9:15am, and does not receive a warning, they will earn **£5** in their Class Dojo account.

The total amount earned will depend on their overall attendance and Class Dojo percentage at the end of the year.

### **Improved Attendance and Punctuality:**

Students who receive 30 positives, arrive on time between 9:00am and 9:15am, and do not receive a warning will earn **£4**.

Similarly, students who receive 20 positives, arrive on time, and maintain positive behaviour will earn **£3**.

However, it is important to note that students will lose **£1** from their daily amount if they are late. Consistently being late will impact their overall punctuality, and if it falls below 90%, they will not earn the money accumulated.

Beyond the direct link between attendance, punctuality, and earning Dojo money, we also organise regular short-term incentives to further encourage a positive attitude towards attendance and punctuality.

Throughout the school year, we run half-termly challenges for students, focusing on improving their attendance and punctuality. These challenges serve to raise awareness and emphasise the significance of being present and on time, not only in the immediate context but also as they transition to further education and employment.

By implementing this attendance program, we aim to instil a strong work ethic, responsibility, and accountability in our students. We believe that by providing tangible rewards and fostering a supportive environment, we can motivate our students to prioritise their education, embrace punctuality, and set a foundation for lifelong success.

## **Punctuality**

Through a comprehensive approach, we aim to address punctuality challenges effectively and foster a culture of punctuality among our students.

Our interventions to support students with punctuality include:

### **Key Worker Phone Call:**

When a student shows signs of punctuality issues, their key worker will make a phone call home to discuss the importance of punctuality and address any underlying factors contributing to the lateness.

### **Target Setting:**

Key workers will set individual targets for punctuality with the student, emphasising the significance of being on time and establishing a plan for improvement.

### **Meeting with Parents:**

If punctuality concerns persist, a meeting will be arranged with the student's parents or carers. This meeting provides an opportunity to collaboratively address the factors affecting punctuality and explore strategies for improvement.

### **Meeting with Referrer:**

In cases where the student's punctuality issues persist, a meeting may be organised with the referring organisation to discuss the challenges and seek additional support or guidance.

To ensure timely and appropriate interventions, we have established a progressive procedure when students accumulate a certain number of late marks:

- **Late 5 times (After 9:30 am):** The student's key worker will make a phone call home to communicate the concern and reinforce the importance of punctuality.
- **Late 10 times (After 9:30 am):** A letter will be sent to the parent/carer, highlighting the ongoing concerns regarding punctuality. A parent/carer meeting will be arranged with the student's key worker to address the issue and explore potential solutions. (Please refer to Appendix 1 for further details.)

- **Late 15 times (After 9:30 am):** A letter will be sent to the parent/carer, outlining the continued concerns regarding punctuality. A meeting will be arranged with the head of School to discuss the matter further and devise strategies for improvement. (Please refer to Appendix 2 for further details.)
- **Late 20 times (After 9:30 am):** A letter will be sent home, expressing our continued concerns regarding punctuality. A meeting will be arranged with the Head of School and the referrer to review the student's placement and explore alternative measures. (Please refer to Appendix 3 for further details.)

For students who exceed 20 late marks, our dedicated Attendance officer will closely monitor their punctuality. Working collaboratively with the student's key worker and the referring organisation, they will provide tailored support and guidance to the student and their family, aiming to encourage improved attendance and punctuality.

## Attendance

In cases of frequent absences, SHAPE Alternative Provision takes proactive measures to ensure the well-being and safety of our students:

### **Daily Phone Contact:**

Our dedicated Student Support Team makes daily phone calls to parents if their child is not present at the alternative provision by 10 am. This regular communication emphasises the significance of attendance and enables early intervention to support students' return to school.

In cases of recurring absences, we implement the following procedures to address the situation effectively:

### **Lack of Contact:**

If a student accumulates two consecutive days of absence without any contact or three consecutive days of absence with limited contact, we promptly inform the referring school/organisation.

Collaborating with the referring organisation, we ensure the student's well-being and safety, providing necessary support to improve attendance. All relevant information and actions are documented in our Child Protection and Online Monitoring System (CPOMS).

To support students with punctuality, we employ targeted interventions aimed at fostering timeliness and reinforcing the importance of punctuality:

### **Phone Call Home:**

Key workers make phone calls to students' parents, emphasising the significance of punctuality and discussing strategies for improvement.

### **Target Setting:**

Key workers set individual targets for punctuality, working closely with students to establish goals and action plans to enhance their timeliness.



**Meeting with Parents:**

If punctuality challenges persist, a meeting is arranged with the student's parents or carers. This collaborative discussion aims to identify the underlying causes of punctuality issues and develop strategies to overcome them.

**Meeting with Referrer:**

When necessary, a meeting may be scheduled with the referring organisation to address persistent punctuality concerns, seeking additional support or guidance.

As a proactive approach to managing absences, we have established a progressive procedure when students accumulate a certain number of absence marks:

**5 x Absences:** The student's personal coach makes a phone call home to discuss the concern and highlight the importance of regular attendance.

**10 x Absences:** A letter is sent to parents/carers, emphasising the ongoing concerns regarding attendance. A parent/carer meeting is arranged with the personal coach to address the issue and devise strategies for improvement. (Please refer to Appendix 4 for further details.)

**15 x Absences:** A letter is sent to parents/carers, outlining the continued concerns regarding attendance. A meeting is arranged with the Head of Engagement, and a contract is developed that includes specific attendance targets. This contract is signed by parents/carers, students, and the Head of Engagement. A review meeting is scheduled two weeks after the initial meeting to assess progress. (Please refer to Appendix 5 for further details.)

**20 x Absences:** A letter is sent to parents/carers, expressing our continued concerns regarding attendance. A meeting is arranged with the Head of School and the referrer to review the student's placement and explore alternative measures. (Please refer to Appendix 6 for further details.)

For students exceeding 20 absences, our dedicated attendance officer closely monitors their attendance.

Working collaboratively with the student's key worker and the referring organisation, they provide tailored support to the student and their family, encouraging improved attendance and addressing any underlying issues.

To ensure effective monitoring, we analyse patterns of attendance and punctuality through data collected from our daily registers, and our Attendance and Punctuality Monitor document. This analysis enables us to identify trends, implement targeted interventions, and assess the impact of our strategies on improving attendance and punctuality.

## **Student Absconding Procedure**

### Immediate Response:

- Notify other staff members and maintain communication to track the student's location.
- Deploy staff to search immediate areas surrounding the school premises.
- Check security cameras, if available, to determine the direction the student took.

### Contact Parents or Guardians:

- Attempt to contact the student's parents or guardians immediately.
- Inform them of the situation and ask if they have any information about the student's possible destination or intentions.

### Inform Authorities:

- If the student's whereabouts remain unknown, contact the police to report the situation and provide them with relevant details.

### Document the Incident:

- Record the incident, including the time, location, and any details about the circumstances leading to the student leaving the premises.

### Inform School Leadership:

- Report the incident to school leadership, providing them with all available information.

### Review Security Measures:

- Conduct a review of existing security measures to identify any weaknesses that may have contributed to the incident.

### Follow-Up with Authorities:

- Cooperate with law enforcement in their investigation and provide any necessary information or documentation.

### Review and Revise Policies:

- After the incident is resolved, review existing policies and procedures related to student supervision and safety. Consider revisions or improvements to prevent similar occurrences in the future.

Debrief with Staff:

- Hold a debrief session with staff members involved in the incident to discuss what happened, identify areas for improvement, and reinforce proper procedures.

Support for the Student:

- Once the student is located, provide appropriate support and counselling if needed. Understand the reasons behind their actions and involve relevant support services as necessary.

## REGISTRATION

At SHAPE Alternative Provision, we prioritise accurate registration and tracking of attendance to ensure transparency and effective monitoring of student attendance. We utilise our Daily Register on Google Sheets to record and maintain up-to-date attendance records.

In addition, our Google Register provides referrers with access to live attendance information specifically for the students they have referred to our alternative provision.

Recognizing the unique circumstances and challenges our students may face, we make reasonable adjustments to support their individual needs. We appreciate the effort our students make to attend SHAPE and acknowledge the often extended journeys they undertake to reach our provision. This is reflected in our registration times, which are designed to support and encourage attendance while maintaining our high expectations for positive attendance and punctuality.

We firmly believe that our students understand the importance of regular attendance and punctuality in their educational journey.

We communicate these expectations to parents/carers, ensuring they are aware of the acceptable reasons for absence, which include illness, necessary medical or dental appointments, religious observance, study leave, and pre-arranged travel in the case of Traveller pupils.

Conversely, we inform parents/carers of the unacceptable reasons for absence, which encompass occasional days off for non-essential activities such as shopping or visiting relatives, personal desires, indulgence of the student's wish to stay at home, birthdays, or providing support to younger siblings. By clarifying these expectations, we aim to cultivate a shared understanding between our staff, students, and parents/carers regarding the importance of attendance and punctuality.

Regarding term time holidays, we emphasise that the Head of School is **not** authorised to permit such absences automatically. Holidays during term time are only considered in exceptional circumstances, as determined by the school. We place a high value on consistent attendance throughout the academic year to ensure uninterrupted learning and progress for our students.

## Appendix One - Punctuality letter one

Parent name:

Address:

Date:

Dear Parent,

I hope this letter finds you well. We recently had a conversation regarding our concerns about punctuality in relation to \*\*\*\*\*. It has come to our attention that he/she has been late on 10 occasions, which is significantly impacting his/her learning progress. We believe it is crucial to address this matter promptly and provide the necessary support to encourage improved punctuality. We assure you that we are committed to working alongside you to address this issue in a positive manner.

In light of the circumstances, I would like to invite you for a meeting with the **Key Worker Name**. This meeting will provide us with an opportunity to discuss the concerns in greater detail and explore the strategies we can implement to address the punctuality challenges.

We firmly believe that punctuality is a vital discipline that prepares students for their future endeavours, whether it be in college or employment. Therefore, we maintain high expectations for our students attending our alternative provision to ensure they are adequately prepared for their next steps.

I would like to propose a meeting on \*\*\*\*\* at \*\*\*\*\*.

However, if this date or time is inconvenient for you, please do not hesitate to contact me so that we can find a mutually suitable arrangement.

Thank you for your understanding and cooperation in this matter. We genuinely appreciate your involvement in your child's education and look forward to working together to overcome this challenge.

Yours sincerely,

**Staff Name**  
**Key Worker**  
**SHAPE Alternative Provision**

## **Appendix Two - Punctuality letter two**

Date:  
Parent name:  
Address:

Dear Parent,

Re: Student name:

We would like to take this opportunity to address an important matter regarding your child's attendance and punctuality at SHAPE Alternative Provision. As an alternative provision, we prioritise the academic progress and personal development of all our students, and regular attendance and punctuality play a crucial role in achieving these goals.

Despite our previous discussion on this matter, we regret to inform you that your child, \*\*\*\*\*, has been consistently late to SHAPE alternative provision, totaling 15 occasions. We would like to emphasise the significance of punctuality not only for your child's individual progress but also for the overall functioning of our educational environment.

It is essential for all students to be present and ready for form time by 9:15 a.m. During this time, important information, instructions, and lesson objectives are shared by their tutor, setting the tone for the day's learning. Arriving after 10:00 a.m. not only results in missed instructions but also disrupts the learning process for your child and their peers.

In light of the persistent issue of punctuality, we would like to invite you to a meeting with our head of school to further address this concern. This meeting will provide an opportunity for us to discuss the underlying reasons for the lateness and explore possible solutions and support strategies. We are committed to working together with you to ensure your child's punctuality improves.

The meeting is scheduled for \*\*\*\*\* at \*\*\*\*\*. If this date or time is not convenient for you, please let us know, and we will make every effort to accommodate your schedule.

Should you have any questions or require further clarification regarding punctuality or any related matters, please do not hesitate to contact me.

We are here to support your child's educational journey and overall success.

Yours sincerely,

*Harvey Schofield*  
*Head of School*  
*SHAPE Alternative Provision*

## **Appendix Three - Punctuality letter three**

Parent name:

Address:

Date:

Dear Parent,

Re: Student Name:

We appreciate your ongoing cooperation and engagement in addressing the matter of punctuality for \*\*\*\*\*. However, we regret to inform you that despite our previous efforts and discussions, \*\*\*\*\* has continued to demonstrate consistent lateness, amounting to a total of 20 occasions.

In light of this persistent issue, we believe it is crucial to have a follow-up meeting involving our head of school, a member of staff from the referring school, and yourself.

The purpose of this meeting is to have an open dialogue regarding the appropriateness of \*\*\*\*\*'s placement at SHAPE Alternative Provision and to collaboratively explore effective strategies moving forward. Our primary objective is to ensure that \*\*\*\*\* receives the necessary support and guidance to improve their punctuality and minimise disruptions to their learning experience.

We would like to invite you to attend this meeting, which is scheduled for \*\*\*\*\* at \*\*\*\*\*. We understand that scheduling conflicts may arise, and if the proposed date or time is not convenient for you, please do not hesitate to contact us. We will make every effort to accommodate your availability.

Your active participation in this meeting is highly valued as it will provide us with valuable insights and enable us to set appropriate targets for \*\*\*\*\*, fostering a positive and conducive learning environment. Together, we can work towards ensuring \*\*\*\*\* punctuality improves and their educational journey flourishes.

Should you have any questions or require further information prior to the meeting, please feel free to reach out to us. We appreciate your continued support and commitment to your child's education.

Yours sincerely,

*Harvey Schofield*  
*Head of School*  
*SHAPE Alternative Provision*

## **Appendix Four - Attendance letter one**

Address:

Date:

Dear Parent/Carer,

Re: Student

I am writing to you with concern regarding the significant number of absences \*\*\*\*\* has accumulated since the beginning of the academic year. To date, \*\*\*\*\* has been absent for a total of 10 days, which raises concerns about the impact on [his/her] education.

At SHAPE Alternative Provision, it is our fundamental goal to promote consistent attendance among all our students and strive for continuous improvement in their attendance rates throughout the academic year. We understand that every family has unique circumstances, and we are committed to working collaboratively with parents/carers to provide the best possible education for each child.

We are determined to ensure that we can support \*\*\*\*\* educational journey effectively, particularly in addressing any learning gaps that may have arisen due to the absences. To this end, I would like to invite you to a meeting scheduled for \*\*\*\*\* at \*\*\*\*\*. If the proposed date or time is inconvenient, please do not hesitate to contact me so that we can find an alternative arrangement that suits you better.

Your active participation in this meeting is crucial as it will enable us to discuss strategies and interventions that can help improve [name]'s attendance and minimise any further disruptions to [his/her] education. Our collective efforts will contribute to creating an optimal learning environment for \*\*\*\*\* and maximising [his/her] academic progress.

Should you have any questions or require additional information prior to the meeting, please feel free to reach out to me. We genuinely appreciate your ongoing support and commitment to \*\*\*\*\* educational success.

Yours sincerely,

*Staff Name*

## **Appendix Five - Attendance letter two**

Parent name:

Address:

Date:

Dear Parent,

Re: Student name

I am writing to you once again to address our ongoing concerns regarding \*\*\*\*\* attendance at SHAPE Alternative Provision. Despite the support and interventions that have been implemented to improve attendance, I regret to inform you that \*\*\*\*\* has accumulated a total of 15 absences since the beginning of the academic year.

At SHAPE, we are committed to fostering consistent attendance among all our students and promoting their educational progress. Our aim is for students to enhance their attendance rates upon joining our provision and strive towards achieving a minimum attendance of 95% throughout the academic year. We understand that each family faces unique circumstances, and we are dedicated to working collaboratively with parents/carers to ensure the best possible education for every child.

In light of [\*\*\*\*\* persistent absences, I would like to invite you to a meeting scheduled for \*\*\*\*\* at \*\*\*\*\*.

This meeting will provide an opportunity to delve deeper into the underlying reasons for \*\*\*\*\* absenteeism and explore potential strategies for improvement. If the proposed date or time is inconvenient for you, please do not hesitate to contact me so that we can arrange an alternative.

It is important to note that unauthorised absences can result in the issuance of a penalty notice. Continued low attendance may also lead to legal proceedings initiated by your child's referring school. We want to work together to prevent any further escalation and ensure that \*\*\*\*\* receives the education and support necessary for their future success.

Your presence at this meeting is of utmost importance, as your insights and collaboration will greatly contribute to devising a comprehensive plan to address \*\*\*\*\* attendance challenges effectively. Please be assured that our primary goal is to facilitate \*\*\*\*\* educational development and create an environment where they can thrive academically.

If you have any questions or require additional information prior to the meeting, please do not hesitate to contact me.



Your continued cooperation and commitment to \*\*\*\*\* educational journey are greatly appreciated.

Yours sincerely,

*Harvey Schofield*  
*Head of School*  
*SHAPE Alternative Provision*

## **Appendix Six - Attendance letter three**

Parent name:

Address:

Date:

Dear Parent,

Re: Student name

I am writing to you today regarding the attendance of your child, \*\*\*\*\*, at SHAPE Alternative Provision. We have previously corresponded and met with our Head of School, and unfortunately, \*\*\*\*\* has accumulated a total of 20 instances of lateness.

At SHAPE, our primary objective is to ensure that all students attend our provision consistently and strive to improve their attendance from the moment they join us. We aim for a minimum attendance rate of 95% over the course of the academic year.

The welfare of our students is of utmost importance to us, and we firmly believe that regular attendance is a crucial factor in their overall success and personal growth. It is with great concern that we address \*\*\*\*\* consistent lateness. In light of this, I would like to invite you to a meeting scheduled for \*\*\*\*\* at \*\*\*\*\*. This meeting will involve representatives from \*\*\*\*\* referring school, allowing us to collectively evaluate the appropriateness of \*\*\*\*\* placement at SHAPE and explore additional avenues of support that can be implemented.

If the proposed date or time is inconvenient for you, please do not hesitate to contact me so that we can arrange an alternative meeting that accommodates your availability.

It is important to be aware that unauthorised absences may result in the issuance of a penalty notice if \*\*\*\*\* attendance does not show improvement. Furthermore, the referring school may initiate legal proceedings in response to ongoing attendance concerns.

Your presence at this meeting is highly valued, as your input and collaboration will greatly contribute to the formulation of a comprehensive plan to address \*\*\*\*\* attendance challenges effectively. Please rest assured that our primary objective is to provide a nurturing environment where \*\*\*\*\* can flourish academically and personally.

Should you have any questions or require additional information before the meeting, please do not hesitate to contact me. We sincerely appreciate your continued cooperation and dedication to \*\*\*\*\* educational journey.

Yours sincerely,

*Harvey Schofield*  
*Head of School*  
*SHAPE Alternative Provision*

## **Appendix Seven - Parental Attendance Contract**

Name of Parent/Carer .....

I agree to contact the SHAPE alternative provision should my child be unfit to attend providing a reason for the absence.

I understand that the absence will only be authorised in line with Government guidelines and if the alternative provision agrees.

I will keep the alternative provision informed of any changes to contact information.

I will ensure that my child attends SHAPE alternative provision regularly and punctually.

I understand that if my child's attendance continues to fall, legal procedures may be initiated.

Signed.....Date.....

*Harvey Schofield*  
*Head of School*  
*SHAPE Alternative Provision*

## **Appendix Eight - Attendance Monitoring Contract**

Date:

Dear [Student Name],

As a valued student at SHAPE Alternative Provision, I have written this to inform you about the importance of attendance and punctuality, and the steps we will be taking to support you in this area.

Attendance and punctuality are key factors in your academic progress and overall success. Regular attendance ensures that you have the opportunity to fully engage in your learning and make the most of the educational resources available to you. It also helps to establish positive habits that will benefit you in the future.

Over the next two weeks, we will closely monitor your attendance on a daily basis. It is essential that you attend the alternative provision regularly and arrive on time for the start of the school day.

During the first period, please ensure that you sign in and make contact with our Head of School, Harvey Schofield. This will allow us to provide you with the necessary support and guidance.

If, for any reason, you are unable to attend or will be late, please inform us as soon as possible.

We are here to assist you and address any concerns you may have. It is important to remain on the alternative provision premises throughout the day unless you have received prior approval from the Head of School.

To signify your commitment to improving your attendance and punctuality, we kindly request you to sign and date this agreement form. By signing, you acknowledge the significance of regular attendance and agree to strive for punctuality in order to maximise your educational opportunities.

Remember, your attendance and punctuality play a vital role in your academic journey and future success. We are here to support you every step of the way and ensure that you have the best possible educational experience.

Thank you for your cooperation and dedication to your education. Should you have any questions or require further assistance, please do not hesitate to reach out to us. Together, we can achieve great things.

Best regards,

***Harvey Schofield***

***Head of School***

***SHAPE Alternative Provision***