

SEF:Leadership and Management, Standards and Achievement Focus: Development and monitoring Academic Year:2015-2016						
Issue		Success Criteria			Longer Term Developments	
To further develop attendance and exclusion procedure in school		To continue to maintain high attendance in the school			Ensure procedure is evaluated to ensure sustainability of attendance in order for students to develop knowledge, skills and understanding across all subjects	
Targets		Every Child Matters Aspect				
To ensure that all staff take ownership and responsibility for the attendance of the students		Achievement and Enjoyment			Staying Safe	
		Contribution to the Community			Being Healthy	
		Economic Well being			Community Cohesion	
Activity	Tasks to be done	Responsibility/Timescale	Resources	Training	Outcomes/Success Criteria	Monitoring/ Evaluation
To ensure that form tutors take responsibility for the attendance of their tutor group in discussion with the SLT	Form tutors keep in regular contact with parents/carers to ensure positive relationships between home and school to encourage and praise outstanding attendance	Form tutors, SLT and Admin	SIMs	Staff training	All registers complete and filled in on a daily basis. Form tutors to liaise with Admin to check on attendance of their students. All students have outstanding attendance	Form tutors to check registers against first response on a weekly basis to check for consistence and accuracy. Heads of Houses to meet with Form tutors to discuss issues.
To improve communication and involve all key stakeholders in the attendance process to ensure	Admin to report attendance and outcomes of 'First Response' to Form Tutors and SLT on a daily	Admin, Form Tutors, SLT	Sims	Inset	Communication will improve and lead to more accurate and effective use of data and tracking of students and Form	Heads of Houses and Form tutors

attendance is outstanding	<p>basis. Form Tutors to report attendance concerns to Acting Deputy who will work with the Form Tutor, Heads of Houses, student and family. This will be reported to the SLT and the AIO. Attendance to be a standing item at SLT meetings and staff briefings.</p>				Tutors taking ownership of their form groups attendance	
Alternative Providers	<p>Communication between providers and School</p>	<p>Admin to keep in touch with Alternative providers and report to SLT any concerns. Form tutors to be kept informed of students' progress.</p>		n/a	<p>Communication maintained between School and providers</p>	SLT
Exclusions	<p>Ensure behaviour policy correctly followed</p>	<p>All staff to adhere to policy. Deputy Head and Head to discuss any exclusion with Form Tutors. Form tutors to do follow up work with students in their form</p>	Sims			