

# E-ACT

Attendance Percentage	Key Worker	Responses	Rewards	Daily Actions	Responsibility	Overview
100% -97%	Teachers	<ul style="list-style-type: none"> <li>Teachers celebrate during tutor time</li> <li>Teachers Attendance Report for students whose attendance is at risk of falling below 95%</li> <li>Teachers celebratory phone calls &amp; letters.</li> <li>Teacher/AO contact parents of pupils whose attendance is at risk of falling below 95%</li> <li>AO Home Visit</li> </ul>	<ul style="list-style-type: none"> <li>Weekly draw</li> <li>Weekly Trophy</li> <li>Termly Certificates and badges</li> <li>End of year treat to the Cinema</li> <li>EACT reward policy</li> </ul>	<b>ATTENDANCE TEAM</b> First Day Phone Calls "At risk" (CP, LAC, SEN) priority phone calls. Progress 8 Phone Calls. Register chase up Amendments Daily Percentage sent to SLT, PLs, etc. Home Visits	<b>PROGRESS LEADER</b> Completes all Pastoral Team Actions at appropriate times Daily follow up on 2/3 day absence Explain interventions if attendance falls below 95% on any day to SLT link, VP and Principal Meet VP if weekly Attendance falls below 95% Meet Principal if weekly attendance falls below 94%	<b>SLT, VP BEHAVIOUR &amp; SAFETY AND PRINCIPAL</b> SLT Link discussion with Progress Leader if daily Attendance below 95% VP Weekly meeting if attendance below 95% attendance Principal Weekly meeting if attendance below 94% SLT to support Attendance Panels
95% - 96.9%	Pastoral Team and Attendance Officer	<ul style="list-style-type: none"> <li>AO parental contact; letters, texts and phone calls</li> <li>AO Attendance report</li> <li>AO contact parents of pupils whose attendance is at risk of falling below 95%</li> <li>Pastoral Team/AO Attendance Panel for those at risk of falling below 95%</li> <li>Pastoral Team/AO Attendance meetings for students whose attendance is falling rapidly</li> <li>AO Home visits</li> </ul>	<ul style="list-style-type: none"> <li>Praise postcard for improving</li> <li>Improvement Certificate</li> </ul>			
90% - 94.9%	Governor Attendance Officers (Safeguarding)	<ul style="list-style-type: none"> <li>AO parental Contact; letters, texts and phone calls, referral to MAST</li> <li>AO/ PL/ Governor Attendance Panel for below 95%</li> <li>AO Attendance meetings for pupils whose attendance is falling rapidly</li> <li>AO Home Visits</li> <li>AO and MAST TAF Parental warning re: potential for prosecution</li> <li>AO Report</li> </ul>	<ul style="list-style-type: none"> <li>Praise postcard for improving</li> <li>Improvement Certificate</li> </ul>			
90 - 91.9%	Attendance Officer and Safeguarding	<ul style="list-style-type: none"> <li>AO Attendance Report</li> <li>AO and MAST (TAF)parental Contact; letters and phone calls</li> <li>AO and MAST Attendance Panel</li> <li>AO Home Visits</li> <li>AO, MAST and AIW Parental warning re: potential for prosecution</li> <li>AIW Prosecution</li> </ul>	<ul style="list-style-type: none"> <li>Praise postcard for improving</li> <li>Improvement Certificate</li> </ul>			
90% Below	Principal, Governor, Attendance Officers/Safeguarding and AIS	<ul style="list-style-type: none"> <li>AO Report</li> <li>Pastoral Team/AO/MAST TAF parental Contact; letters and phone calls</li> <li>Principal, Governor, AIS, AO Attendance Panel for those students who can get out of PA</li> <li>Principal, Governor, AIS, AO Attendance meetings for students whose attendance is falling rapidly</li> <li>MAST Home Visits</li> <li>AIS/AO Parental warning re: potential for prosecution</li> <li>AO Students placed in Ghost group so not to effect Tutor Group competition</li> <li>AIS Parental warning re: potential for prosecution</li> <li>AIS Prosecution</li> </ul>	<ul style="list-style-type: none"> <li>Praise postcard for improving</li> <li>Improvement Certificate</li> </ul>			