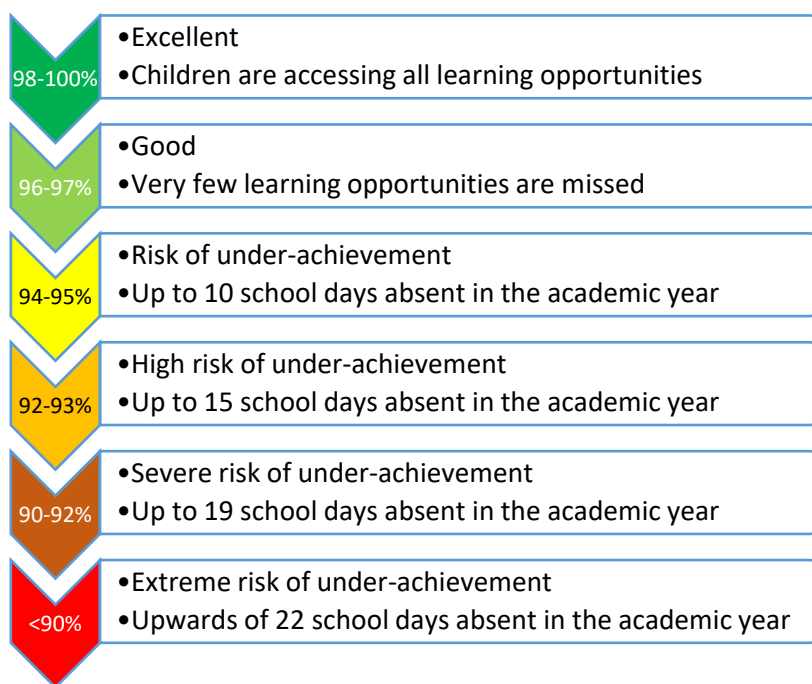




ATTENDANCE POLICY – QUICK REFERENCE

0 - 2 DAYS OFF	99 – 100%	Form Tutors	Warm welcome on the gate and to every lesson Attendance triangles in form Assemblies and tutor time highlighting the importance of attendance and punctuality so all students are clear on this key message STAR Card and Individual, House and Form awards 100% club re-set every half term
4 - 7.5 DAYS OFF	96 – 98%		
9.5 - 17 DAYS OFF	93 – 95%	Pastoral Leads	Letter 1 at 95% Letter 2 at 93% Weekly review with Pastoral Lead Attendance monitored and reviewed, progress recognised
19 - 25 DAYS OFF	90 – 92%	Heads of House / Attendance Officer	Letter 3 and parental meeting to create a support plan Home visits Risk Assessment Possible fixed penalty notice
26 + DAYS OFF	89% and below	Vice Principal / EWO	Fixed penalty notice Involvement of Educational Welfare Officer (EWO) and VP Possible referral to CME Possible prosecution



Attendance incentives – re-set half termly so improvement <u>and</u> sustained attendance are rewarded	
Weekly House award	Top form for attendance in each house, awarded in house assembly
Attendance VIP Day	Top 5 students per house, per week: free food and queue jump
Most improved attendance	Awarded at the end of each half term
100% Attendance	Prize draw half termly, £20 Amazon Voucher
100% Club	Attendance and behaviour, special event at the end of each half term
95% attendance + STAR card	Early free lunch each half term
95% attendance + STAR card	Termly winner from each house, £20 Amazon Voucher



Westbourne is an inclusive academy. We support all students, regardless of starting point, to achieve their potential and develop the skills necessary for employment and life.

