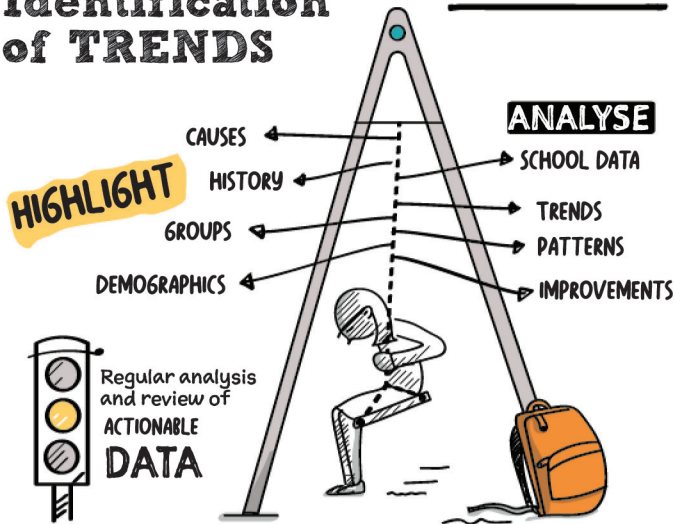


# Supporting Attendance: EFFECTIVE TRACKING AND MONITORING

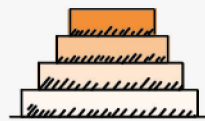
'The most purposeful use of data is to inform whole school developments to improve attendance and plan to meet individual children and young people's needs.' Included, Engaged and Involved Part I: A Positive Approach to the Promotion and Management of Attendance in Scottish Schools ([www.gov.scot](http://www.gov.scot))

## Identification of TRENDS



## Improving Outcomes

WIDER TRACKING AND MONITORING information, including wellbeing assessments



Identify the 'VITAL FEW' causes of ABSENCE

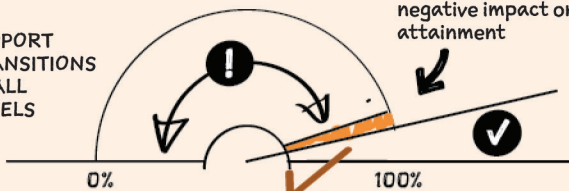


How ENGAGED are the children and young people?

USE ANALYSIS OF DATA to allocate resource or targeted intervention TO SUPPORT IMPROVED ENGAGEMENT, ACHIEVEMENT AND ATTAINMENT

## Early warning signs (using data)

SUPPORT TRANSITIONS AT ALL LEVELS



**90% ATTENDANCE** is an indicator that there will already be a negative impact on attainment

AGREE **THRESHOLDS** FOR INITIATING SUPPORT

Stepping in earlier if there are specific risks associated with an individual's absence



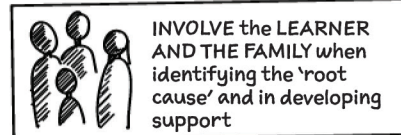
Ensure that data is monitored and considered for groups who are more likely to have barriers to attendance

- \* I.E. YOUNG CARERS, CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS, THOSE IMPACTED BY POVERTY.

## Promoting Positive Culture Ethos and Relationships



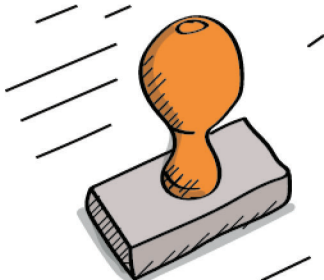
SHARED UNDERSTANDING of the IMPORTANCE OF ATTENDANCE



INVOLVE the LEARNER AND THE FAMILY when identifying the 'root cause' and in developing support

- \* REGULAR PROFESSIONAL dialogue and reflection
- \* ENCOURAGE FULL attendance in the first two weeks of the school year
- \* SUPPORTS to improve attendance and TIMEKEEPING
- \* HIGH-QUALITY conversations focused on improvement

## POLICY ★



\* Ensure ALL absence is followed up in line with child protection purposes

\* Local authority guidance and school level policies in place

\* ROLES AND RESPONSIBILITIES of all school staff are clearly outlined

\* RECORD attendance at least TWICE A DAY

\* RIGOROUS tracking and monitoring of all absences



\* Provide clear and accessible attendance data to ENCOURAGE GREATER ACCOUNTABILITY AND COLLABORATION in promoting regular attendance