



Queensbridge School Attendance Overview

Stronger Together: You Belong

Expect, Monitor and Prevent

We expect and support all Queensbridge students to achieve high levels of attendance. We work to identify issues and remove barriers to attendance as soon as possible, before poor habits are formed. We may complete Home Visits, including where a child has been absent for three consecutive days. We promote attendance using SPARK, and through incentives, emails, letters and text messages. We love to celebrate excellent attendance and improvements. If a student's attendance falls below the school threshold, a Stage 1 letter is issued to share our early concerns.

Stage 1

Stage 2

Listen, Understand and Support

If a student's attendance remains below the school threshold, and there have been further absences since the Stage 1 letter, a Stage 2 letter is issued. At this point, parents are invited for a meeting to help us understand the barriers to attendance and to work together to remove these. This could include in-school interventions or signposting/referral to external agencies and /or an EarlyHelp assessment. From this point, medical evidence may be required to authorise further absence.

Intensive Monitoring Period

If a student's attendance fails to improve following a Stage 2 letter, a Stage 3 letter is issued. At this point, an intensive 20-day monitoring period begins. During this time, the student is required to attend school every day (or medical evidence provided to authorise absence). It is essential that students and parents use this time to build habits of unbroken attendance. Students who are successful in this monitoring period are moved back to Stage 1 and their improvement celebrated.

Stage 3

Stage 4

Formalise and Enforce

If a student fails the monitoring period in Stage 3, parents may be required to attend school for a Formal Attendance Meeting, usually with our Education Welfare Officer. This is in line with Birmingham City Council's Education Prosecution Policy and the National Framework for Penalty Notices which aim to protect every student's right to an education. At this meeting, an attendance contract is signed. If there is no significant improvement, a referral is usually made to Birmingham City Council's Education Legal Intervention Team.