



# **CASE STUDY**

## **EFFECTIVE ATTENDANCE PRACTICES AND PROTOCOLS**

The school served a diverse urban community, and struggled with low attendance rates, which negatively impacted student achievement and overall school performance. The school's leadership team sought to develop and implement a comprehensive strategy to improve attendance.

### **1. Developed a New Attendance Policy:**

- Conducted a thorough review of the existing attendance policy and identified gaps and areas for improvement.
- Collaborated with school leaders, teachers, and the attendance team to draft a new, more effective attendance policy.
- Ensured the new policy included clear guidelines, expectations, and consequences for absenteeism.

### **2. Graduated Approach to Attendance:**

- Introduced a tiered intervention model to address varying levels of absenteeism:
- Implemented regular monitoring and review processes to assess the effectiveness of interventions and make necessary adjustments.

### **3. Training for Leaders and Attendance Team:**

- Delivered comprehensive training sessions for school leaders and the attendance team on the new policy and graduated approach.
- Focused on data analysis, identifying at-risk students, implementing interventions, and effective communication strategies.
- Provided ongoing coaching and support to ensure the effective implementation of the new strategies.

### **4. Rewriting Communication:**

- Revised all communication materials related to attendance, including letters, emails, and texts sent to parents and guardians.
- Emphasized the importance of regular attendance and the role of parents in supporting their children's education.
- Created clear, concise, and positive messages to encourage parental engagement and cooperation.

### **5. Campaign for Parents:**

- Launched an awareness campaign to educate parents about the new attendance policy and the importance of regular school attendance.
- Organized informational sessions and workshops for parents to discuss attendance issues and strategies to support their children.
- Used multiple platforms (school website, social media, newsletters) to reach a wider audience and reinforce key messages.

# Outcome

## 1. Improved Attendance Rates:

- Significant increase in overall attendance rates, with a marked reduction in the number of students classified as chronically absent.
- Positive trends observed across all year groups, indicating the effectiveness of the tiered intervention model.

## 2. Enhanced Staff Capacity:

- School leaders and the attendance team reported increased confidence and competence in managing attendance issues.
- Ongoing professional development ensured sustained improvement and adaptation of best practices.

## 3. Better Parental Engagement:

- Higher levels of parental awareness and engagement in supporting their children's attendance.
- Positive feedback from parents on the clarity and helpfulness of the new communication materials and campaign.

## 4. Sustainable Practices:

- Established a culture of regular attendance and early intervention, leading to long-term improvements.
- Continuous monitoring and review processes embedded within the school's operations, ensuring ongoing attention to attendance.

This comprehensive approach to improving attendance at Greenfield Secondary School proved highly effective.

By developing a new attendance policy, implementing a graduated approach, providing targeted training, and launching a robust communication campaign, the school saw significant improvements in attendance rates and overall school performance.