

### Terms of Reference: Secondary Attendance Sub- Committee

The Board of Directors reserves the right to withdraw any of the powers and responsibilities of Advisory Groups, or make amendments to these terms of reference, without notice.

<b>Membership:</b>	1) Advisors from across all three secondary schools (all Advisors must sit on one sub-committee) 2) Senior Attendance Leads
<b>Chair:</b>	A Chair will be appointed from within those attending annually
<b>Quorum:</b>	The quorum for a meeting shall be any three Advisors
<b>Clerk:</b>	Governance Manager
<b>Frequency:</b>	3 meetings per year
<b>Method of Reporting to the Trust:</b>	A summary report will be provided to the Advisory Group following each meeting
<b>Responsibilities</b>	To support the Principal/Headteacher and inform the Advisory Group on progress/development of matters relating to <ul style="list-style-type: none"><li>• Attendance (including those of key groups)</li><li>• Punctuality (including those of key groups)</li><li>• Elective Home Education</li><li>• Not in Education, Employment or Training (NEET)</li><li>• Engaging with parents/carers</li><li>• Intervention strategies</li><li>• Students on part-time tables</li></ul>
<b>Detail</b>	1) Ensure that high expectations for, attendance and punctuality permeate throughout schools 2) Ensure that effective policies are in place for addressing attendance and punctuality, within parameters determined by the Board of Directors where appropriate, and that they are consistently implemented 3) Monitor closely patterns of non-attendance within each school throughout the year. 4) Provide challenge, support and updated performance targets where issues relating to attendance are identified