

**Liverpool Archdiocese**

**Secondary Schools’ Partnership**



**Cardinal Heenan Catholic High School**

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| **Overview / Positive aspect of Sixth Form** |

**Parents Evening Booking System**

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| **Purpose** |

To improve attendance at sixth form parents evening. Attendance can be low, with some students attending without parents. In 2014 the figure for parental attendance was 46% (the lowest of any year group)

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| **What we did** |

Subscribed to Parents Evening Booking System, and set it up so that parents made a booking online to see their son’s/daughter’s form tutor. The slots were 5 minutes, with gaps for 5 minutes. We also extended the evening by an hour so it ran 3:30pm to 7:00pm, catering better for working parents.

The system allows you to see who has not made an appointment, which subsequently means office staff are able to pester the same parents as to what time they would like to attend (we then make the booking on their behalf). The key part of the system is this phone contact, pursuing parents who it appears would not normally attend.

The appointment is with the form tutor only, but it is made clear that parents will also be able to see subject teachers too (for whom they don’t need an appointment time). System allows you to create appointments for subject teachers too, but for practical reasons this is something we avoided.

In order to make an appointment, we set the system up such that the parent only needed to input their son’s/daughter’s first name, last name and date of birth. Details like email address and mobile number can also be gathered at this stage (useful information to cross check with your MIS, where such details may now be out-of-date)

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| **Outcome/Impact** |

Attendance increased from 46% in 2014 to 75% to 81% in 2016.

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| **Related documents and links:**  [**http://www.parentseveningsystem.co.uk/**](http://www.parentseveningsystem.co.uk/)  (There are other, similar systems available but for reasons of price and ease of use this is the one we chose) |