**Attendance Strategy**

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| **Attendance**  **Percentage** | **Lessons Missed** | **Responsible** | **Responses** | **Acknowledgement / Success** | **Daily Actions** | **Weekly Actions** | **Termly Actions** |
| **100-98%** | **4 days** | **Whole School Approach** | 1. Class teachers to celebrate good class attendance daily 2. Class teachers to celebrate 100% attenders on a weekly basis 3. Class teachers to celebrate good attendance during interactions with parents 4. Attendance Lead to send 100% attendance praise letters home | 1. 100% attenders receive raffle ticket for the Prize Draw 2. Letters home / certificates for 100% attendance each term and at the end of the academic year 3. 100% attendees receive a termly attendance teddy bear 4. Weekly trophy for class with top attendance | 1. First day absence text or call 2. Home visit for second day if no contact established and cause for concern. 3. Record on CPOMS 4. Celebrate 100% 5. Class teachers to praise the class daily on good attendance | 1. Whole school Attendance praise assemblies on a weekly basis 2. Update the Attendance display in the hall 3. Weekly trophy for class with highest attendance 4. Send out Class Dojo / Facebook posts for class with highest attendance 5. Monitor pupils at risk of falling below and have mentoring conversation with children/families | 1. End of year personalised trophy for every child who achieves 100% attendance 2. End of term certificates, parent letter for every child who achieves 95% or more attendance for the term 3. Prize for the class with best attendance 4. Termly prize draw 5. Send out Class Dojo / Facebook posts for class with highest attendance |
| **97.9% - 95%** | **9 days** | **Attendance Lead and Class Teachers** | 1. Attendance Lead to monitor, celebrate improvement in pupils attendance or address pupils whose attendance is at risk of falling via talking with pupil if appropriate and the parent/carers 2. Attendance Lead to contact parents; letters, phone calls where attendance has improved 3. Class teachers to celebrate good attendance during interactions with parents | 1. Celebrate pupils who are on or above school target 2. 100% Attenders receive a raffle ticket for the termly Prize Draw 3. Positive letter home to parent where attendance has improved. 4. Termly Prize Draw for every child who has achieved 100% attendance for the previous week. 5. Weekly trophy for the winning class for attendance 6. Weekly stickers for 100% attendance from class teachers. | 1. First day absence call and email/DOJO 2. Home visit for second day if no contact established and cause for concern. 3. CP, CIC, SEN priority phone calls. Other professionals informed of absence of “at risk” pupils 4. Class teachers to praise the class daily on good attendance | 1. End of term raffle for all children who achieve 95% or more attendance 2. End of term certificates, parent letter for every child who achieves 95% or more attendance for the term 3. Prize for the class with best attendance 4. Class teacher to discuss with parents during interactions if a pupil is at risk of falling below 95% 5. Send out Class Dojo / Facebook posts for class with highest attendance |

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| **94.9% - 92%** | **15 days**  **3 weeks**  **60 weeks** | **Attendance Lead and Senior Leadership Team** | 1. Attendance Leader to monitor, celebrate improvement in pupils’ attendance or address pupils whose attendance is reducing 2. Attendance data and persistent absentees discussed at SLT fortnightly 3. Cause for concern attendance raised at weekly Safeguarding meeting 4. Attendance Lead & Senior Leadership Team to meet with parent to discuss attendance difficulties and to devise a plan forward. 5. Offer Early Help to support the family 6. Safeguarding Home Visits where appropriate | 1. Note Home for improvement in attendance 2. Acknowledgment letter for reaching 92% - 94.9% group | 1. First day absence call and email/DOJO 2. Home visit for second day if no contact established and cause for concern. 3. CP, CIC, SEN priority phone calls. Other professionals informed of absence of “at risk” pupils 4. Attendance mentoring conversation with pupil and parent 5. Class teachers to praise the class daily on good attendance conversation | 1. Attendance Lead to make contact with parent to discuss declined attendance 2. Set up parent contract meetings where needed | 1. Letter home for improved attenders 2. Entry into the termly prize draw for 95% or more 3. Attendance Lead to update the Senior Leadership Team with pupils who have improved / declined with their attendance 4. Class teacher to discuss concerns / impact on the pupils learning due to low attendance during parental interactions 5. Send out Class Dojo / Facebook posts for class with highest attendance |
| **91.9% - 90% and below** | **19 days**  **4 weeks** | **Attendance Lead and Senior Leadership Team** | 1. Attendance Leader to monitor, celebrate improvement in pupils’ attendance or address pupils whose attendance is reducing 2. Attendance data and persistent absentees discussed at SLT fortnightly 3. Cause for concern attendance raised at weekly Safeguarding meeting 4. Attendance Lead & Senior Leadership Team parental Contact; letters, phone calls & parent meetings to devise or review an ‘Attedance Improvement Meeting’ 5. Attendance Team Home Visits where appropriate 6. Offer Early Help to support the family 7. Safeguarding Home Visits where appropriate 8. Attendance Lead to prepare pupil case file in the event of an LA referral being made 9. Letter to parent with intent to Fast Track to prosecution | 1. Note Home for improvement in attendance 2. Acknowledgment letter for reaching 92% - 94.9% group | 1. First day absence call and email/DOJO 2. Home visit for second day if no contact established and cause for concern. 3. CP, CIC, SEN priority phone calls. Other professionals informed of absence of “at risk” pupils 4. Daily monitoring of individual pupils by class teacher | 1. Attendance Lead to track weekly attendance 2. Send out parent meeting letters for attendance decline 3. Parent Attendance Improvement Meeting and 4 weekly review 4. Parental meeting updating attendance improvements or challenging no improvements 5. Seek further advice from the Local Authority if needed | 1. Letter home for improved attenders 2. Entry into the termly prize draw for 95% or more 3. Attendance Lead to update the Senior Leadership Team with pupils who have improved / declined with their attendance 4. Senior Leader to make contact with families where little or no improvement has been made 5. Attendance warning letters to be sent |