

Attendance Monitoring Policy

AIMS

We aim to keep our whole school attendance above 96%. Our school makes every effort to reduce the negative impact of poor attendance on children's attainment and progress.

We have several systems for improving attendance. During half term attendance figures are monitored. Letters are sent out to parents whose children have less than 90% attendance. Meetings are set up if attendance fails to improve after letters of concern have been sent.

Children below 90% may be referred to the ESW team. In some cases parents will also be invited to attend a panel meeting to discuss their attendance. Continued poor attendance may result in prosecution by the council and a fine. (10 school days in 6 weeks can trigger a court action).

To help encourage good attendance we hold a celebration assembly on Mondays, when the class with the highest attendance receive an attendance trophy for the week and also have a non-school uniform day on the following Friday.

Termly rewards for 100% attenders to include

- Principal's Party
- Film and popcorn event
- Non-uniform days
- Lego rewards

HOW ARE CHILDREN IDENTIFIED FOR MONITORED ATTENDANCE?

All or most of the below:-

- Attendance is below 93%
- They are not often in school for a full week
- Parents do not keep school informed about absences

Parents are informed by letter that their child's attendance will be monitored.

KEY PERSONNEL

Attendance team

- Monitors attendance and informs Principal during each half term of the children who are causing us concern.
- Writes letters to parents and arranges meetings with parents.
- Distributes letters to parents by hand where possible.
- Attends meetings.
- Follows up on issues raised.
- Home visits, pickups where necessary.
- Helps to identify children whose attendance needs monitoring.
- Long term absence – School can offer catch up work if necessary.

Family Outreach Worker

- Supports families with CAFS
- Home visits, pickups where necessary.
- Helps to identify children whose attendance needs monitoring.

Principal/Assistant Principal Inclusion

- Attends meetings.
- Home visits, pickups where necessary.
- Helps to identify children whose attendance needs monitoring.

OTHER KEY PERSONNEL

- Special Needs Co-ordinator
- Named person
- Outreach worker
- PIW

PROCEDURE

- *The aim is to find out where the child is and get them back into school as soon as possible;*
- Daily contact is made to find out why the child is absent-first day absence calls – safeguarding
- If no contact can be made, a home visit is arranged to find out where the child is. If the family are not at home a compliment slip will be posted through the door requesting the parents to contact school ASAP.
- If it has not been possible to contact the family within 3 school days the CME team will be contacted.
- File and record all the child's paperwork in appropriate files and notify appropriate members of staff when necessary.