



Attendance Strategy

Attendance Ladder		
190 days in school	100%	Outstanding!
186 4 School days missed per year	98%	Very Good
182 8 School days missed per year	96%	Good- no lower
180.5 9 ½ School days missed per year	95%	Almost there- early intervention starts
171 19 School days missed per year (10% marker)	90%	Improvement needed now Now considered persistent absence- weekly monitoring starts
161.5 28 ½ School days missed per year	85%	Serious concern
152 38 School days missed per year	80%	Very concerned

Attendance Team

Core Team

- Headteacher
- Family Liaison Officer
- Lead Governor
- Office Manager
- Inclusion Manager

Key others

- SLT
- Class Teachers

All staff can and will have an impact on a child's attendance

Whole School Attendance Strategies

- Termly attendance data shared with parents
- Reminder letter sent to parents about the importance of good attendance
- Clear training and staff understanding of their part of the process
- Knowing every child! Meeting their needs so that they can attend happily
- Clear absence procedures for both parents and school
- Assemblies and posters promoting good attendance
- Office staff to call all parents from 9am for children unaccounted for
 - No authorised holiday

Monitoring

- Half termly attendance data drop-meeting with core attendance team
- Weekly monitoring of children with persistent absence
- Half termly data given to teachers in staff meeting
 - Data to include key groups
 - Class teachers observations

Early Interventions

Welfare check in with child by FLO

95%- text sent home

Below 95%- letter sent home

Funding used to boost key areas

Home Visits if needed

Persistent Absence

Weekly call with FLO

Weekly monitoring until above 90% for a month

Meeting with parents and headteacher

Fines where appropriate

No authorised absence without written evidence, e.g. doctors' notes

Home visits when not in school if not contact is made

Key Documents

Attendance policy

Attendance strategy sheet

Attendance spreadsheet

Bromcom Data

Lateness Ladder			
No late days		0	Outstanding!
			Early Intervention starts
Late 9.5 days a year		5%	Intervention needed
Late 19 days or more		10% +	Serious concern Classified as persistent lateness

Attendance Team
<p><u>Core Team</u></p> <ul style="list-style-type: none"> • Headteacher • Family Liaison Officer • Lead Governor • Office Manager • Inclusion Manager <p><u>Key others</u></p> <ul style="list-style-type: none"> • SLT • Class Teachers <p><i>All staff can and will have an impact on a child's attendance</i></p>

Whole School Attendance Strategies
<ul style="list-style-type: none"> • Termly lateness data shared with parents • Reminder letter sent to parents about the importance of being in school on time • Clear training and staff understanding of their part in the process • Knowing every child! Helping to ensure their home circumstances don't cause them to be late • Clear absence procedures for both parents and school staff • Assemblies and posters promoting good attendance and being on time • Office staff to call all parents from 9am for children unaccounted for • No authorised lateness without pre-agreement with headteacher

Monitoring
<ul style="list-style-type: none"> • Half termly attendance data drop- meeting with core attendance team • Weekly monitoring of children with persistent absence • Half termly data given to teachers in staff meeting • Data to include key groups • Class teachers observations • Pattern seeking- are certain days more concerning?

Early Interventions
<ul style="list-style-type: none"> • Welfare check-in with child by FLO • Funding used to boost key areas • Home Visits if needed to ensure prompt school arrival • Reward systems when need to ensure children come into school on time

Persistent Absence
<ul style="list-style-type: none"> • Weekly call with FLO • Weekly monitoring until above 90% for a month • Meeting with parents and headteacher • Fines where appropriate • No authorised absence without written evidence, e.g. doctors' notes • Home visits when not in school if not contact is made

Key Documents
<ul style="list-style-type: none"> • Attendance policy • Attendance strategy sheet • Attendance spreadsheet • Bromcom Data