

## Padbury Church of England - Attendance Strategy

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

Attendance Team	Whole School Attendance Strategies	Monitoring
<p><u>Core Team</u></p> <ul style="list-style-type: none"> <li>Headteacher</li> <li>Admin Officer</li> </ul> <p><u>Key others</u></p> <ul style="list-style-type: none"> <li>SLT</li> <li>Class Teachers</li> <li>Chair of Governors</li> </ul> <p><i>All staff can and will have an impact on a child's attendance</i></p>	<ul style="list-style-type: none"> <li>Termly attendance data given out at parents evening</li> <li>Termly reminder letter sent to parents about the importance of good attendance</li> <li>Clear training and staff understanding of their part of the process</li> <li>Knowing every child! Meeting their needs so that they can attend happily</li> <li>Clear absence procedures for both parents and school</li> <li>Assemblies and posters promoting good attendance</li> <li>Office staff to call all parents from 9:15am for children unaccounted for</li> <li>No authorised holiday</li> </ul>	<ul style="list-style-type: none"> <li>Daily monitoring through Bromcom and follow up phone calls for children not in school.</li> <li>Half termly attendance meeting with Head and Chair of Governors.</li> <li>Weekly monitoring of children with persistent absence</li> <li>Staff meeting agenda weekly</li> <li>Half termly data given to teachers in staff meeting</li> <li>Data to include key groups</li> <li>Class teacher's observations</li> </ul>
<b>Early Interventions</b>	<b>Persistent Absence</b>	<b>Key Documents</b>
<ul style="list-style-type: none"> <li>Welfare checks with child by teachers</li> <li>95%- letter sent home</li> <li>Below 95%- letter sent home</li> <li>Home Visits if needed</li> <li>Reward systems for children when in school.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly call with Headteacher</li> <li>Weekly monitoring until above 90% for a month</li> <li>Meeting with parents and headteacher</li> <li>Fines where appropriate</li> <li>No authorised absence without written evidence, e.g. doctors' notes</li> <li>Home visits when not in school if not contact is made</li> </ul>	<ul style="list-style-type: none"> <li>Attendance policy</li> <li>Attendance strategy sheet</li> <li>Attendance spreadsheet</li> <li>Bromcom Data</li> <li>Data sheet produced for staff</li> </ul>

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"> <li>• Headteacher</li> <li>• Admin Officer</li> </ul> <p><u>Key others</u></p> <ul style="list-style-type: none"> <li>• SLT</li> <li>• Class Teachers</li> <li>• Chair of Governors</li> </ul> <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"> <li>• Termly lateness data given out at parents evening</li> <li>• Termly reminder letter sent to parents about the importance of being in school on time</li> <li>• Clear training and staff understanding of their part in the process</li> <li>• Knowing every child! Helping to ensure their home circumstances don't cause them to be late</li> <li>• Clear absence procedures for both parents and school staff</li> <li>• Assemblies and posters promoting good attendance and being on time</li> <li>• Office staff to call all parents from 9:15am for children unaccounted for</li> <li>• No authorised lateness without pre-agreement with headteacher</li> </ul>

Monitoring
<ul style="list-style-type: none"> <li>• Half termly attendance meeting with Head and Chair of Governors.</li> <li>• Weekly monitoring of children with persistent lateness</li> <li>• Staff meeting agenda weekly</li> <li>• Half termly data given to teachers in staff meeting</li> <li>• Data to include key groups</li> <li>• Class teachers observations</li> <li>• Pattern seeking- are certain days more concerning?</li> </ul>

Early Interventions
<ul style="list-style-type: none"> <li>• Welfare check-in with child by teachers</li> <li>• 5%- letters sent home</li> <li>• Home Visits if needed to ensure prompt school arrival</li> <li>• Reward systems when need to ensure children come into school on time</li> </ul>

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

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