

ATTENDANCE AT ST. MARY'S IS SHOWING CONSISTENT IMPROVEMENT BECAUSE THIS CLEAR AND EFFECTIVE STRATEGY IS FOLLOWED BY ALL STAFF MEMEBERS.

Ongoing

Admin

- Effective relationships with the parents "Unspoken contract"
- Telephone contact made with parent/carer on the first day of a child's absence from school (DSL aware if necessary - safeguarding)
- If parent/carers have not called by 9am, Office Staff will make contact.

Teachers

- Keep accurate AM and PM registers.
- Follow up absences promptly.
- Inform Attendance Lead of any attendance concerns,

Attendance lead

- To co-ordinate and monitor attendance across the school.
- Ensure intervention process is consistently followed with discretion where appropriate.
- SENCo to monitor attendance of vulnerable groups e.g. SEND, EAL, PP)
- The attendance of key groups analysed regularly to highlight issues and to stop trends forming.
- All information and data to be shared with SLT and governing body.

Intervention

Lateness

- If child is continuously late, CT to discuss with parents/carer.
- If persistently late, office to send home late letter.
- If no improvement, phase leader, CT and parents/careers to arrange a meeting.

Persistent Absenteeism (90% or under)

- No Leave of Absence requests to be authorised.
- Attendance logged and monitored.
- Attendance Administrator in office to be informed and monitor daily.
- Phone calls to parents/carers.
- Children may be collected from home by staff members.
- 3 days absence with no contact, start a Missing in Education Procedure.
- 10 days absence with no contact, contact LA/Children's Services - Child Missing in Education.
- Attendance Administrator to send attendance letter.
- Pupils' attendance continues to be monitored by the Attendance Lead until sustained improvements have been made.
- If attendance doesn't improve, Attendance Lead to arrange a meeting with parent/carer and class teacher to discuss further. School to listen and understand barriers to attendance and agree how all parties can work together to overcome them.
- Remove barriers in school and help pupil and parents/carers to access support e.g. Early Help or wider plan where absence if a symptom of wider issue.

If no improvement the school may consider:

- Offering early help
- Issuing a penalty notice
- Requesting medical information/seeking medical advice.
- ERSa Toolkit (with support from EP)

