**Attendance Actions**

The pupil interview book is completed for all children when the return.

If they are absent for a long period (sickness) they are given a work pack.

If a child who has 95-100% attendance is absent:

A text goes home

A phone call home is made, check with teachers if siblings are in, do teachers know why eg holiday?

Their name is removed from the raffle

They are reminded of the attendance trip at the end of half term and the big one at the end of the year

If a child who has 90-95% attendance is absent:

A text goes home and a phone call

Their name is removed from the raffle

The child is given an attendance report card

The child is referred to Michaella (EWO) and parents are invited in

The child is added to the walking bus (if living within walking distance)

A home visit is conducted, if EWO is in that day.

If a child who has below 90% is absent:

A text goes home and a phone call

Their name is removed from the raffle

The child remains within EWO services and a home visit is made.

The child is removed from extra-curricular clubs

The child is added to the walking bus (if living within walking distance)

A target card is put in place, and monitored weekly