

Attendance Actions

The 'Back to School' pupil book is completed for all children when they return (years 1-6).

If they are absent for a long period (sickness) they are given a work pack to help them to catch up on sessions missed.

If a child who has 97-100% attendance is absent:

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

Their name is removed from the weekly raffle

They are reminded of the attendance reward at the end of term (for 100% attenders) and the big raffle at the end of the year (for 99-100% attenders).

If a child who has 90-97% attendance is absent:

A phone call home is made

Their name is removed from the weekly raffle

The child is referred to Michaela (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 phone call home is made

Their name is removed from the weekly raffle

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

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

Any child who is highlighted as PA (below 90%) will be placed on an attendance card for the half term before the residential. The residential lead teacher will meet with parents/carers and children to promote an improvement in attendance in this term. If attendance is not improved parents/carers will have to meet with head teacher before permission is granted to complete the residential visit.

If the absence is of a safeguarding concern, referrals are made to social services via the completion of a MARF. Poor attendance is often an indicator of other concerns,