

Attendance

Why is excellent attendance important to all of us?

We want our children to be safe, healthy and successful. To achieve this, it is important that each child attends school every day and is punctual. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

If your child attends every day:

- they will keep up with their learning.
- they will make more progress than those children who do not attend.
- they will form friendships and develop important social skills.

Punctuality is also very important: it is a key life skill that children need to learn and will need when they grow up.

Number of days missed	Number of lessons missed	%	Who is responsible in school?	What will the school do?
0-2	0-10	99-100%	Teachers Attendance leader	<ul style="list-style-type: none"> • A warm welcome • Attendance matters assembly on Fridays • Weekly Friday award • Attendance mascots will be used to promote attendance • Awards for 100% attendance each half term • At 97 - 96% monitoring text will be issued • Improving attendance letters
4-7.5	20 – 38	96-98%		
9.5 – 13	48 – 65	93 – 95%	Attendance leader Pastoral Team	<ul style="list-style-type: none"> • Weekly check-ins with attendance lead • At 93%, at risk letter and meeting with attendance lead to develop an at risk of Persistent Absence Plan • Monitor 3 weeks later • Letter sent when attendance is improving
15 – 19	75 – 95	90-92%	Senior Leadership Team Pastoral team	<ul style="list-style-type: none"> • Letter sent when attendance is improving • Home visits • Persistent Absence Meeting with parents to create support plan • Key staff member appointed as link for parents • Monitor 3 weeks later • Referral to Education Welfare Officer
20+	100+	Under 89%	Senior Leadership Team Pastoral team	<ul style="list-style-type: none"> • Letter sent when attendance is improving • Senior Leadership Team link, student, family and Education Welfare Officer to develop plan to address absence • Three week monitoring plan • Formalising support with Education Welfare Officer