

***Missing School is Missing  
out!***



***Every day counts!!!!!!***



**What is it we  
do?**



# Set Expectations!

- A clear updated policy that lays out the expectations for attendance and punctuality. This is published on our website.
- Attendance page on website where we provide an 'At a Glance' overview for parents.
- A system that parents can identify with.
- Attendance figures are published along side children's school reports at the end of the year but are also issued at parents evening for the means of early identification.
- Attendance is a regular feature in our weekly newsletter and we publish attendance figures for all classes as well as information about latest development in attendance.
- General awareness around the school promoting the value of good attendance.
- Whole school expectation that 'Every day counts'.

# Systems and School Practice

- All parents are expected to call the school office to report their children absent by 9a.m. on the first day of absence.
- As part of our 'First Response Procedures' parents are called every day if they have not report their child absent.
- Contact is made with parents during this period of absence.
- Attendance is reviewed every three weeks by Jo, our Behaviour and Pastoral Lead to monitor attendance below expected levels.
- Parents are invited into school for a meeting to discuss what barriers there may be in the way of good attendance and strategies are put in place to support families , to signpost or to decide whether intervention via EWO is necessary.
- Regular feedback is given to Safeguarding Governor and reported to the whole Governing Body via headteacher's report of verbally.

- Wherever possible school aims to support parents in the most positive way to improve individual attendance issues.

This often involves-

- having very difficult and uncomfortable conversations with parents
- Looking at poor attendance as a symptom of a greater underlying problem e.g. a travelling family who have had limited experience of education or a poor one/ a parent who has had a poor experience of school themselves/ complex family with complex social needs.

*Think about a child you know that is struggling with getting to preschool.*

*What makes it hard for them to get to school?*

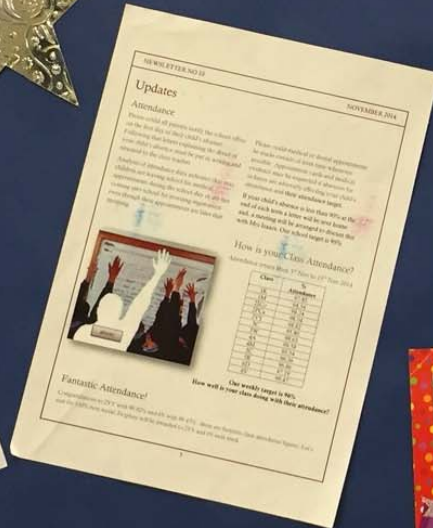
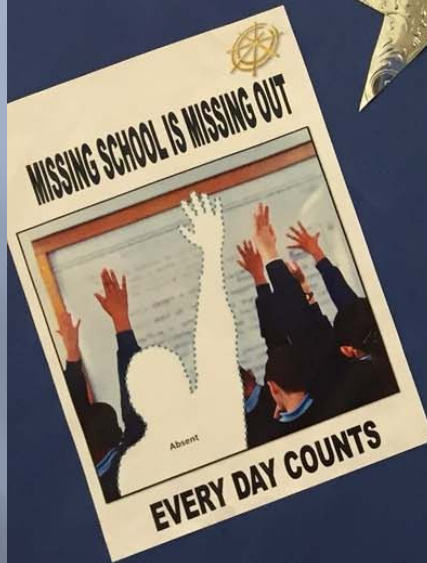
*What helps them get to school preschool even when it isn't easy?*

# What do we do?

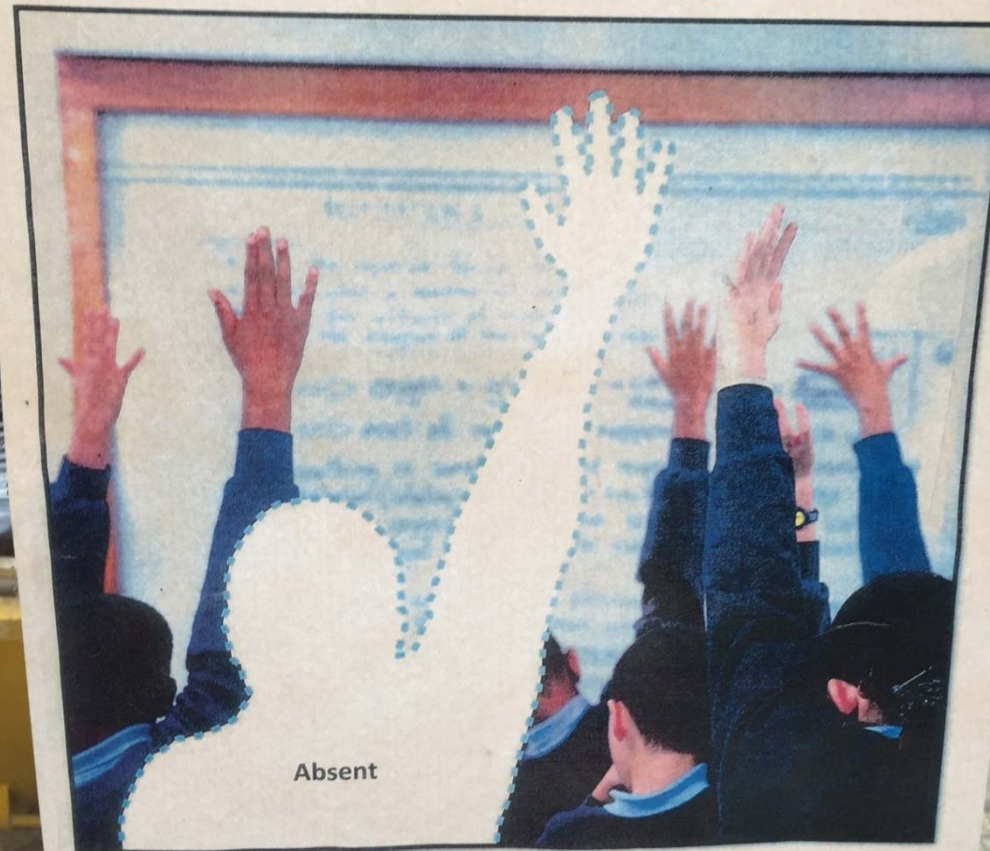
- In a case where attendance is causing concern parents may be offered assisted places at breakfast club and after school club.
- Where necessary a CAF will be initiated to holistically support the family and meet all their needs.
- MA & JI are regularly present in the playground before and school. We are not just welcoming faces- it is also an opportunity to monitor who is in and who is not.
- Building TRUST and relationships with parents is key. Knowing our families and the issues they are facing is key. Parents are aware there is an open door policy to discuss any issues related to attendance at the earliest possible time. This avoids unnecessary escalation and give us the opportunity to explore the underlying cause of absence.



# EVERY DAY ★ MATTERS



**MISSING SCHOOL IS MISSING OUT**



**• EVERY DAY COUNTS •**



**We asked the children...**

This is Simon. He is in Year 7 and has 90% attendance.

- ▣ Is that good?
- ▣ What does this mean?



Simon thinks this is pretty good,  
so do his parents. Are they right?

90% attendance = 1/2 day missed  
every week!!

(Would your boss like you to be off work this  
much??). That's practically part time!



Mon	Tue	Wed	Thur	Fri
		?		

Absent half a day every week

Lets looks a little closer....

1 school year at 90% attendance = 4 whole weeks of lessons MISSED!!!

38 school weeks

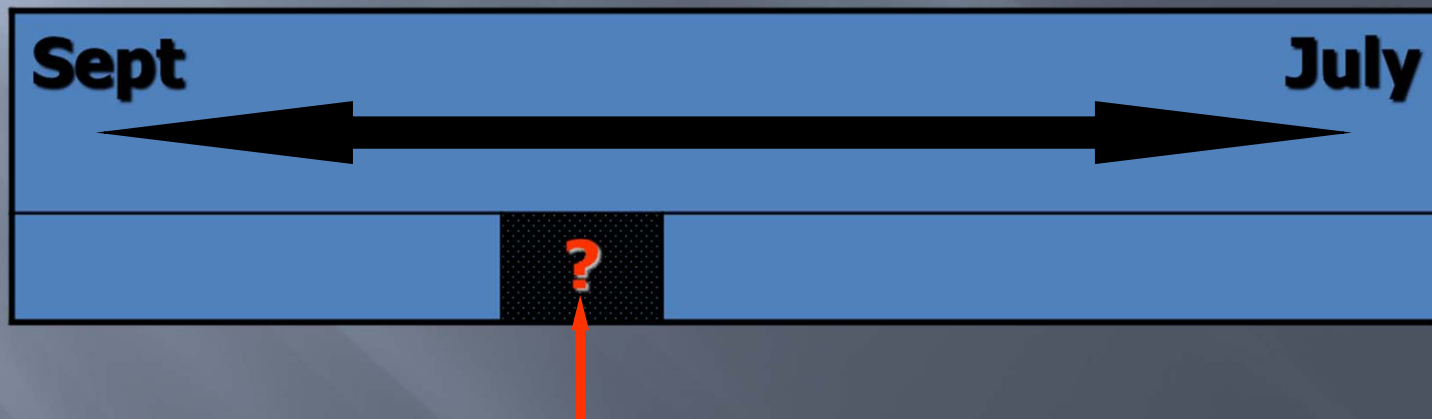


Absent for 4 weeks

Lets looks a little closer....

1 school year at 90% attendance = 4 whole weeks of lessons MISSED!!!

38 school weeks



Absent for 4 weeks

So 90% is **not** as good as it first  
seemed.



# Allocate Resources

- The Office Staff are involved in the 'First Response Procedure'.
  - Jo will oversee daily attendance , identify problem areas, monitor attendance figures and liaise with EWO.
  - Everybody is aware that attendance is a whole school responsibility. Teachers , TA's, MTS' are the eyes and ears on all levels and can be invaluable in bringing attendance matters to attention.
  - Staff have facilitated lessons about the value of attendance across the key phases. Here is an example of a question that was asked of the children.
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- Attendance is celebrated weekly in KS1 and KS2 Celebration Assemblies. Parents are invited to attend. This causes a great deal of excitement and enthusiasm (from staff & children) and has had an extremely positive impact on our attendance figures. This is a recent initiative suggested by the children.

- 100% Attendance certificates and individual Attendance Trophies are awarded at the end of the school year. Children are consulted regularly about the rewards and possible sanctions regarding attendance, giving them ownership.
- Breakfast Clubs/ After School Clubs, Rewards, Staff Time to monitor attendance and to meet parents all have financial implications. Resources have accounted for allocated as part of budget setting at the beginning of the financial year. Both our Governors and SLT recognise the importance of getting Attendance right and using money to do so.



# Hard-to-reach families

- Despite all we have in place and the ethos we have created around attendance there will always be children that are not meeting Attendance targets. We always challenge parents on this. It is ultimately their responsibility!
- On rare occasions families have been offered the opportunity to take part in a Pick Up & Walk system whereby parents in emergency situations assist in walking other children to school.



# Checklist

- Clear Policy
- Offer breakfast club & Walk to School facility
- Make daily phone calls to absent children's parents/ carers
- Request copies of appointment letters
- Monitor attendance daily, weekly, half-termly, termly, annually
- Reward good attendance
- Involve Link Governor
- Sanction as per school policy and be consistent
- Challenge parents- make them accountable
- Involve parents- encourage them to care
- Give constant reminders via newsletters, website
- Review & change rewards
- Give children ownership
- Praise all the time and recognise achievement and improvements

# Where next, what are our challenges.....?

- As with all aspects of school improvement it is important to look outside our school- attendance matters magazine, other schools, conferences etc

Rewards should be reviewed constantly to ensure maximum impact. We are trialing an "attendance suitcase" after half term. A concept that the children loved the idea of and worked fantastically at another school. The highest class attendance in KS1 and KS2 get the suitcase filled with interactive games and activities for their golden time.

We will also focus on specific groups and areas. Looking at reducing our unauthorised absences further, looking at ways to tighten up the criteria we use when considering authorised leave (as on our request forms) and the use of FPNs. We have worked hard on defining "exceptional leave" and have been consistent in looking at what that means.