



Attendance Strategy – Cape Primary School

Attendance Percentage	Lessons Missed	Responsibility	Responses	Acknowledgement/Success	Daily Actions	Weekly Actions	Termly Actions	Overview
100-98%	4 days 24 lessons	Class teacher	<ol style="list-style-type: none"> Regular celebration during the week Class teacher lets attendance officer know if there are any patterns emerging for any children e.g. does a child have every Thursday off because it is swimming? Class teacher to speak to parents. Celebrate any children who have previously had poor attendance and are improving. 	<ol style="list-style-type: none"> Marvellous Me points 100% attendance in the weekly draw Mention on the newsletter Top class of the week in a phase has an extra 10 minutes playtime. Gold/Silver certificates at the end of term. 100% attendance bears Text messages home for improving attendance. 	<ol style="list-style-type: none"> First day calling if absent from school. If no contact made home visit requested. Home visit on the second/third day. All children in a safeguarding category DSL informed immediately of absence. Home visit requested. CP/CIC/CIN families prioritised for first day calling. 	<ol style="list-style-type: none"> Top class of the week in a phase has an extra 10 minutes playtime. 100% attendance in the weekly draw. Attendance officer runs the SIMs report – Attendance breakdown year to date. To check for any children slipping. When a child hits 4 days missed letter 1 is sent out to parents (unless a clear reason) 	<ol style="list-style-type: none"> Gold/Silver certificates at the end of term. 100% attendance bears HT reports to governors on a termly basis regarding attendance. Half termly LA reports downloaded from perspective. LTD parents informed about attendance, good attendance acknowledged and celebrated. 	Attendance Officer and Head Teacher
95-97.9%	9 days 2 weeks 54 lessons	Class teacher, family support workers Attendance officer	<ol style="list-style-type: none"> Teacher continues to celebrate attendance informally. Teachers track, monitor, celebrate improvements in attendance informally with children who may have had poor attendance (motivation). Class teacher to let attendance officer know if there are any patterns emerging for any children e.g. does a child have every Thursday off because it is swimming? Class teacher to speak to parents. Medical evidence requested for more than 5 days absence or 3 days continuous absence. 	<ol style="list-style-type: none"> Marvellous Me points 100% attendance in the weekly draw Mention on the newsletter Top class of the week in a phase has an extra 10 minutes playtime. Silver/Bronze certificates at the end of term. Text messages home for improving attendance. 	<ol style="list-style-type: none"> First day calling if absent from school. If no contact made home visit requested. Home visit on the second/third day. All children in a safeguarding category DSL informed immediately of absence. Home visit requested. CP/CIC/CIN families prioritised for first day calling. 	<ol style="list-style-type: none"> Top class of the week in a phase has an extra 10 minutes playtime. 100% attendance in the weekly draw. Attendance officer runs the SIMs report – Attendance breakdown year to date. To check for any children slipping. When a child hits 9 days missed letter 2 is sent out to parents (unless a clear reason) All holiday requests declined, processed to LA. 	<ol style="list-style-type: none"> Silver/Bronze certificates at the end of term. HT reports to governors on a termly basis regarding attendance. Half termly LA reports downloaded from perspective. LTD parents informed about attendance, good attendance acknowledged and celebrated. 	



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92-94.9%	15 days 3 weeks 90 lessons	Class teachers, family support workers Attendance officer	<ol style="list-style-type: none"> 1. Teachers track, monitor, celebrate improvements in attendance informally with children who may have had poor attendance (motivation). 2. Attendance officer to monitor attendance and consider parent meeting or letter to let parents know the child is at risk of PA. 3. Attendance officer asks for medical evidence from parents for absences. 4. EWO may begin to be involved to contact parents about concerns regarding attendance slipping. 5. If absence is due to unauthorised holiday attendance officer to make appropriate referrals to LA. 	<ol style="list-style-type: none"> 1. Marvellous Me points 2. 100% attendance in the weekly draw for any weeks where 100% attendance is gained. 3. Attendance acknowledged through message home when attendance improves. 	<ol style="list-style-type: none"> 1. First day calling if absent from school. 2. If no contact made home visit requested. 3. Home visit on the second/third day. 4. All children in a safeguarding category DSL informed immediately of absence. Home visit requested. 5. CP/CIC/CIN families prioritised for first day calling. 6. 10 consecutive days – request an LA welfare concern. 	<ol style="list-style-type: none"> 1. Attendance officer attends weekly/fortnightly signs of safety meeting with safeguarding team to inform of any children of concern regarding attendance slipping. 2. Attendance officer keeps a record of actions completed for amber families. 3. Parent meetings or telephone conversations to inform parents child is at risk of poor attendance. 	<ol style="list-style-type: none"> 1. HT reports to governors on a termly basis regarding attendance. 2. Half termly LA reports downloaded from perspective. 3. LTD letters will inform parents the child is at risk of falling into PA or poor attendance. 	
90-91.9%	19 days 4 weeks 114 lessons	Education welfare officer and attendance officer and FSW	<ol style="list-style-type: none"> 1. Attendance officer and EWO to monitor children who have improved attendance and acknowledge with a motivational word. 2. EWO/attendance officer to meet with parents and set up parent contracts to look at improving attendance. Parent fails to attend then send a failure to attend letter. 3. Referral to safeguarding team. Early Help support offered by EWO to look at barriers for good attendance and how we can help. 4. Home visits by EWO or FSW to encourage parents to bring children in to school if absent. 5. Staff to collect children from home if appropriate and escort to school. 6. LA letters issued to parent to inform them of legal responsibility. 7. If absence is due to unauthorised holiday attendance officer to make appropriate referrals to LA. 	<ol style="list-style-type: none"> 1. Acknowledge where attendance improves with a text message home or call to parents. 2. Where 100% attendance is achieved in a week child's name put in the weekly draw. 3. Acknowledge improving attendance with a letter home. 4. Meet with parents again to acknowledge improved behaviour. 	<ol style="list-style-type: none"> 1. First day calling if absent from school. 2. If no contact made home visit requested. 3. Home visit on the first/second/third day. 4. All children in a safeguarding category DSL informed immediately of absence. Home visit requested. 5. CP/CIC/CIN families prioritised for first day calling. 6. 10 consecutive days – request an LA welfare concern. 	<ol style="list-style-type: none"> 1. Attendance officer attends weekly/fortnightly signs of safety meeting with safeguarding team to inform of any children of concern regarding attendance slipping. 2. Attendance officer keeps a record of actions completed for red families. 3. Evidence kept of any meetings, actions with parents. 4. Update parent contract where appropriate. 5. Ensure any statutory processes with LA are followed for referred families. 	<ol style="list-style-type: none"> 1. HT reports to governors on a termly basis regarding attendance. 2. Half termly LA reports downloaded from perspective. 3. LTD letters will inform parents the child is at risk of falling into PA or poor attendance. 4. Update ongoing monitoring records. 5. Monitor actions set in parent contract meetings. Identify signs of improvement or signs of further decline and take necessary action. 6. EWO attendance report to governors. 	



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Below 90%	29 days 6 weeks 174 lessons	Education welfare officer and attendance officer	<ol style="list-style-type: none"> 1. Referral to safeguarding team and offer Early Help support. If significant concerns around attendance should a MARF be considered and referral to LCSB. 2. EWO/attendance officer meet with parents to explain the legal process again and increased concerns because no improvement. Follow LA process. Parent fails to attend then send a failure to attend letter 3. Consider completing a SAR (school attendance referral) form. Ensuring all evidence and pre-steps have been completed. Have evidence of any meetings completed with parents. 4. Welfare referral may also be considered. 	<ol style="list-style-type: none"> 1. Acknowledge where attendance improves with a text message home or call to parents. 2. Where 100% attendance is achieved in a week child's name put in the weekly draw. 3. Acknowledge improving attendance with a letter home. 4. Meet with parents again to acknowledge improved behaviour. 	<ol style="list-style-type: none"> 1. First day calling if absent from school. 2. If no contact made home visit requested. 3. Home visit on the first/second/third day. 4. All children in a safeguarding category DSL informed immediately of absence. Home visit requested. 5. CP/CIC/CIN families prioritised for first day calling. 6. 10 consecutive days – request an LA welfare concern. 	<ol style="list-style-type: none"> 1. Attendance officer attends weekly/fortnightly signs of safety meeting with safeguarding team to inform of any children of concern regarding attendance slipping. 2. Attendance officer keeps a record of actions completed for red families. 3. Evidence kept of any meetings, actions with parents. 4. Update parent contract where appropriate. 5. Ensure any statutory processes with LA are followed for referred families. 	<ol style="list-style-type: none"> 1. HT reports to governors on a termly basis regarding attendance. 2. Half termly LA reports downloaded from perspective. 3. LTD letters will inform parents the child is at risk of falling into PA or poor attendance. 4. Update ongoing monitoring records. 5. Monitor actions set in parent contract meetings. Identify signs of improvement or signs of further decline and take necessary action. 6. EWO attendance report to governors. 	
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