



## 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"> <li>Regular celebration during the week</li> <li>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.</li> <li>Celebrate any children who have previously had poor attendance and are improving.</li> </ol>	<ol style="list-style-type: none"> <li>Marvellous Me points</li> <li>100% attendance in the weekly draw</li> <li>Mention on the newsletter</li> <li>Top class of the week in a phase has an extra 10 minutes playtime.</li> <li>Gold/Silver certificates at the end of term.</li> <li>100% attendance bears</li> <li>Text messages home for improving attendance.</li> </ol>	<ol style="list-style-type: none"> <li>First day calling if absent from school.</li> <li>If no contact made home visit requested.</li> <li>Home visit on the second/third day.</li> <li>All children in a safeguarding category DSL informed immediately of absence. Home visit requested.</li> <li>CP/CIC/CIN families prioritised for first day calling.</li> </ol>	<ol style="list-style-type: none"> <li>Top class of the week in a phase has an extra 10 minutes playtime.</li> <li>100% attendance in the weekly draw.</li> <li>Attendance officer runs the SIMs report – Attendance breakdown year to date. To check for any children slipping.</li> <li>When a child hits 4 days missed letter 1 is sent out to parents (unless a clear reason)</li> </ol>	<ol style="list-style-type: none"> <li>Gold/Silver certificates at the end of term.</li> <li>100% attendance bears</li> <li>HT reports to governors on a termly basis regarding attendance.</li> <li>Half termly LA reports downloaded from perspective.</li> <li>LTD parents informed about attendance, good attendance acknowledged and celebrated.</li> </ol>	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"> <li>Teacher continues to celebrate attendance informally.</li> <li>Teachers track, monitor, celebrate improvements in attendance informally with children who may have had poor attendance (motivation).</li> <li>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.</li> <li>Medical evidence requested for more than 5 days absence or 3 days continuous absence.</li> </ol>	<ol style="list-style-type: none"> <li>Marvellous Me points</li> <li>100% attendance in the weekly draw</li> <li>Mention on the newsletter</li> <li>Top class of the week in a phase has an extra 10 minutes playtime.</li> <li>Silver/Bronze certificates at the end of term.</li> <li>Text messages home for improving attendance.</li> </ol>	<ol style="list-style-type: none"> <li>First day calling if absent from school.</li> <li>If no contact made home visit requested.</li> <li>Home visit on the second/third day.</li> <li>All children in a safeguarding category DSL informed immediately of absence. Home visit requested.</li> <li>CP/CIC/CIN families prioritised for first day calling.</li> </ol>	<ol style="list-style-type: none"> <li>Top class of the week in a phase has an extra 10 minutes playtime.</li> <li>100% attendance in the weekly draw.</li> <li>Attendance officer runs the SIMs report – Attendance breakdown year to date. To check for any children slipping.</li> <li>When a child hits 9 days missed letter 2 is sent out to parents (unless a clear reason)</li> <li>All holiday requests declined, processed to LA.</li> </ol>	<ol style="list-style-type: none"> <li>Silver/Bronze certificates at the end of term.</li> <li>HT reports to governors on a termly basis regarding attendance.</li> <li>Half termly LA reports downloaded from perspective.</li> <li>LTD parents informed about attendance, good attendance acknowledged and celebrated.</li> </ol>	



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



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