

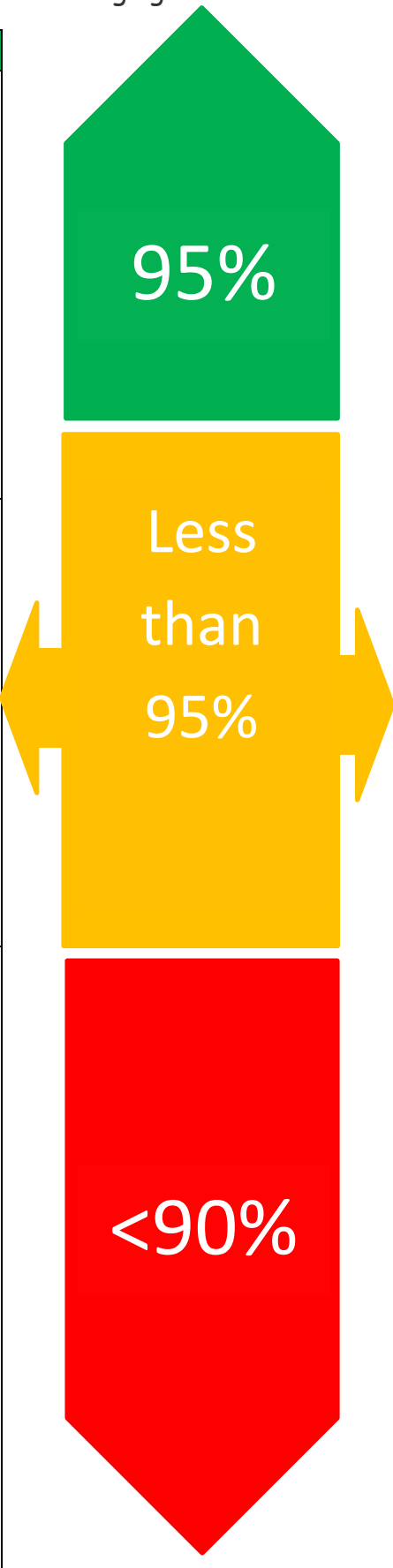


Encouraging Good Attendance

Pupil's attendance will be discussed at termly pupil progress meetings and Special Educational Needs review meetings.

Education Penalty Notice will be issued when a 10 session absence occurs within EPN window.

On-going	
Teacher and Admin	
<ul style="list-style-type: none"> Weekly Attendance Data/Update provided by Admin (and discussed) First Day Calling Attendance to be discussed at scheduled Parents Evenings (including lateness) and attendance summary reports. 	
Teachers	
<ul style="list-style-type: none"> Keep accurate AM and PM registration (using SIMS) in line with school policy. Follow up absences promptly (Teachers to add any notes to support absence reasons on SIMS) Inform Headteacher of any attendance concerns. 	
Headteacher	
<p>To coordinate and monitor the above steps</p> <p>Ensure escalation process consistently followed with discretion where appropriate</p> <p>Responsible for pupil and school attendance data and meeting Local and National Targets</p> <p>To coordinate and monitor attendance of vulnerable groups (SEND/EAL/Travellers/LAC) and feeding this back to relevant subject coordinators and Governors.</p>	



Intervention	
Under 95%	
Letter sent by school to family Sharing % attendance on a half-termly basis.	
Under 95-90%	
<p>No absence requests to be authorised</p> <p>Invite parents in to school to discuss attendance concerns</p> <p>Agree action plan between school, parents and child/ren</p>	
Under 90%	
<p>Head of school and school attendance officer meet with parents and Early Help is put in place.</p>	
If No Improvement Occurs	
<p>Referral to EWO for parenting Contract</p> <p>Parenting contract formed by the EWO</p>	

Lateness	
A child will be consider as late when registration closes at 9.05am	
School initiate conversation/s with parents (to explore growing lateness concerns)	
School attendance Officer to send letter to parent/carer	

