

St Thomas a Becket Primary School Attendance Flow Chart

Monitoring

The Admin Officer monitors attendance on a daily basis, chases up any children unaccounted for and passes relevant information to the HT.

Weekly attendance figures produced using Arbor and 'at risk' children identified and reviewed by HT, ELSA and SENCO where appropriate. Persistent absentees weekly attendance figures are tracked and recorded by HT.

Termly in depth monitoring by HT with feedback to staff and attendance strategy updated and shared as required. Actions recorded on PA monitoring tracker.

Incentives and Rewards

Praise given by individual classes throughout the year

Attendance flagged up in newsletters

Class Attendance winners celebrated in Whole School Assembly termly and awarded the attendance trophy

100% attendance certificate and improved attendance certificates termly

100% attendance certificate and letter home for the whole year—celebrated in end of year assembly

Informal Warning

Class teachers identify children where attendance is dropping to ascertain any potential barriers or support needed and to ensure that parents are aware of the risk this puts children under in terms of underachieving. These children will be flagged up on CPOMS. Class teachers will raise this with parents/carers via an informal conversation either face to face or via phone call.

Warning Letter

From Term 3 Admin Officer identifies children where attendance is below 90%. A letter will be sent home raising concerns that attendance has fallen below the school's attendance target and the guidance the school follows in relation to absence and monitoring. Further absence will only be authorized where medical evidence is received. Where unauthorised absence reaches 5 sessions a warning letter will be sent home. At 10 unauthorised sessions a Penalty Notice request will be sent to the LA for consideration.

School Attendance Meeting (SAM)

If attendance continues to decline, a letter will be sent home explaining that the child's absence is now being monitored. Parents will be invited to attend a meeting to discuss their child's attendance with the Headteacher. This discussion will include an overview of attendance and actions moving forward. Minutes of the meeting will be sent home and a review will take place after four weeks.



Improvement

Attendance will continue to be monitored and should this decline further contact will be made with parents/carers.



No Improvement

A referral will be made to the LA (EWO) and they will determine what further action may be needed. Persistent absence children (under 90%) will be managed by the HT

**** NB: It is noted by the school that attendance % varies depending on the point of the school year (e.g. 96% in Term 1 looks very different to 96% by the end of Term 6 and this will be taken into consideration when monitoring attendance figures***

All correspondence regarding attendance to be uploaded to CPOMS.