

Nanpean Community Primary School – Nurturing Children’s Passion to Succeed
ACHIEVING HIGH ATTENDANCE – March 2021

A. Be familiar with the content of documents such as ‘Achieving High Attendance’ and follow recommendations from these. Ensure that Attendance is a key focus and that the importance of maintaining high attendance is communicated to parents and children.



B. Daily Attendance Tasks: Teachers complete the Attendance Register and inform the Admin Team of any concerns. Every day Administrative Staff to text parents of children that are not in (those we have not heard from). If we have still not heard anything by 11am then call parents.



C. Weekly Attendance Tasks: Every Friday Administrative Staff to print out Attendance Data:

- Overall Attendance Data for the Whole School and each Class.
- Specific Attendance Data for children being monitored with poor attendance of less than 96% (National Expectation) and 90% (Persistent Absence).
- Update SWO (Student Welfare Officer) Caroline Hunt if necessary.
- Communicate key information to all Class Teachers.



D. Monthly Attendance Tasks: On the first Monday of every month, update Attendance Data by reviewing the previous completed month, with focused Monitoring to include:

- Children with Attendance at less than the National Expectation of 96%.
- Children with ‘broken weeks’ to determine if there is a pattern to absences, to help school to identify any possible issues and discuss ways to solve them with Parents / Carers and the children.
- Children with high levels of unauthorised absence.
- Children that are consistently late.
- Where appropriate, telephone parents to discuss concerns (informal), send home warning letters (examples in the Appendixes of the Policy), arrange meetings with Parents (formal), and inform SWO (Student Welfare Officer) Caroline Hunt if necessary.



Continually repeat steps **C** (weekly) and **D** (monthly).



Attendance has improved, continue to monitor.



If it is the first time that attendance has dipped below 96%, send home 1st letter (Appendix A). Record on CPOMS.



Where Attendance has not improved following sending home of the 1st letter (Appendix A) and speaking to parents (record on CPOMS), send home the 2nd letter (Appendix B). Follow up, if necessary, by arranging a time to speak to / meet with parents again.



Continually repeat steps **C** (weekly) and **D** (monthly).



Attendance has improved: continue to monitor (as set out in flowchart above).



Attendance has still not improved: send ‘Referral to Student Welfare Officer’ Letter (Appendix C) to parents and seek further involvement of SWO (Appendix D) to take further action to improve attendance.