

ACHIEVING HIGH ATTENDANCE 1.11.2017

**A.** Be familiar with the content of document 'Achieving High Attendance.' Follow recommendations. Keep as a key focus the importance of maintaining high attendance to parents, pupils, staff and Hub Councillors.



**B.** On Wednesday of the last week before half term: member of office staff promoting high attendance prints out following attendance data:

1. identification of pupils with attendance of less than 90%.
2. For these pupils, print '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 and Carers and pupils.



**C.** Office staff emails teachers on that day and invites them to visit office that day or Thursday to look at attendance for the pupils below 90% in case they are aware of any relevant information about the pupil's poor attendance.

If any teacher does not do this, office staff 'chase up' on the Friday morning.



**D.** On the Friday share feedback from teachers and attendance of any pupils with less than 90% attendance with Head of School or Inclusion Leader.

- Where appropriate, send 1<sup>st</sup> letter home, or if concerns raised in previous half term/s, send home 2<sup>nd</sup> letter or 3<sup>rd</sup> letter.
- Record concern and actions on 'My Concern' and log information on attached template.



The week before the next half term repeat **B, C and D.**



Attendance has improved, continue to monitor.



If it is the first time that attendance has dipped below 90%, send home 1<sup>st</sup> letter.



Where attendance has not improved following sending home 1<sup>st</sup> letter, send home 2<sup>nd</sup> letter, inviting parent in. Follow up if necessary with phone call to agree at date to meet with Parent or Carer. (see attached letter).

The week before the next half term repeat **B, C and D.**



Attendance has improved, continue to monitor.



If it is the first time attendance has dipped, send 1<sup>st</sup> letter home.  
If 1<sup>st</sup> letter already sent, send 2<sup>nd</sup> letter.



If attendance has not improved following 2<sup>nd</sup> letter sent home, send home 3<sup>rd</sup> letter. Follow up if necessary with phone call to agree on a date to meet with Parent or Carer (see attached letter) and Head of School at an 'attendance clinic.'



Continue to repeat above procedures.



If attendance does not improve, seek further involvement of EWO to take further action to improve attendance.

