

Holy Cross Catholic Primary School

Attendance Strategy 2020-21

1.To promote positive attendance within the school community.				
Action	Staff Responsible	Timescale	Success Indicators	Impact
<p>To ensure that all children return to school after partial closure due to COVID-19 pandemic.</p> <ul style="list-style-type: none"> - Clear communication of plans and risk assessment to parents/carers, also published on the school's website. - Meetings with parents/carers who have concerns and are anxious. <p>Maintain a class and individual reward scheme in online weekly celebration assemblies.</p> <p>Continue Termly awards for improved attendance, 98%+ and 100% attendance.</p> <p>Raffle Prize draw for children who have achieved 100% attendance</p>	SLT and Attendance Team	Sept 2020	All children attending school	All children back in school and parents/carers concerns discussed with SLT and Attendance Officer
	SLT	On-going	Improved attendance figures. Aim is 96.5%. Minimum expectation is national average.	Termly evaluations of that are shared with the Governing Body Standard's Committee ensure that Governors are fully updated with concerns and actions taken.
	SLT	Dec 2020	Children will show improved understanding of attendance	
	HT	Monthly	Parents will communicate improved understanding of the importance of attendance via new parent app.	Half Termly meetings between SLT and Admin Team will ensure that issues with attendance are identified swiftly and support put in place.

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<p>during the term. This will not count medical appointments as absence.</p> <p>Publish (Monthly in newsletters) attendance figures for the school.</p>				
2. To ensure that vulnerable groups are encouraged to have good attendance.				
Action	Staff Responsible	Timescale	Success Indicators	Impact
Track vulnerable children daily.	SLT and Attendance Officer	On-going	Improved attendance figures. The target is 96% excluding medical cases. Minimum expectation is 95%	Reporting to governors on vulnerable groups.
Target attendance for vulnerable children through Class Teachers, Support Staff and SLT. Ensure half termly reviews.	SLT, Class Teachers and Attendance Officer	Weekly	Reduce persistent absence to 10% for vulnerable groups.	Monitoring of vulnerable group targets by HT, Class teachers and attendance officer ensures that vulnerable groups are targeted and supported.
Ensure attendance of vulnerable groups are discussed as part of lesson observations, book scrutiny with Class Teacher	Class Teachers and SLT	On-going	Reduce absence rate and offer bespoke to families.	Families receive bespoke support from school and other agencies to ensure improvement in child's attendance.

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Panel Meetings with Parents/carers to discuss issues with attendance and offer support.	Attendance Team	On-going	Reduce absence rate and offer bespoke to families.	
3. To improve the identification of absence patterns.				
Action	Staff Responsible	Timescale	Success Indicators	Impact
Daily monitoring of all absences. Any unexplained absences checked at 9.30am. by telephone.	DP	On-going	More effective information on absence patterns provided to the head teacher and school governors.	Annual review of processes by the head teacher. Reporting to governors.
Register and log kept on SIMs.	DP	Daily		
Weekly reports for any children causing concern to CH	Attendance Officer	On-going	Impact of this will be more focused support when required.	Half Termly monitoring meetings SLT and Attendance Officer.
Recording of long-term medical absences with home-school support to recognise that these absences involve educational provision (in line with DfE and LA guidelines).	DP	On-going		
		On-going		

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Ensure that approved absences (educated off site for exams, approved sporting activities are correctly coded).	SLT and Attendance Officer			
Attendance sheets check in Oct, March and July with parents/carers for accuracy.	Attendance Officer	Termly		