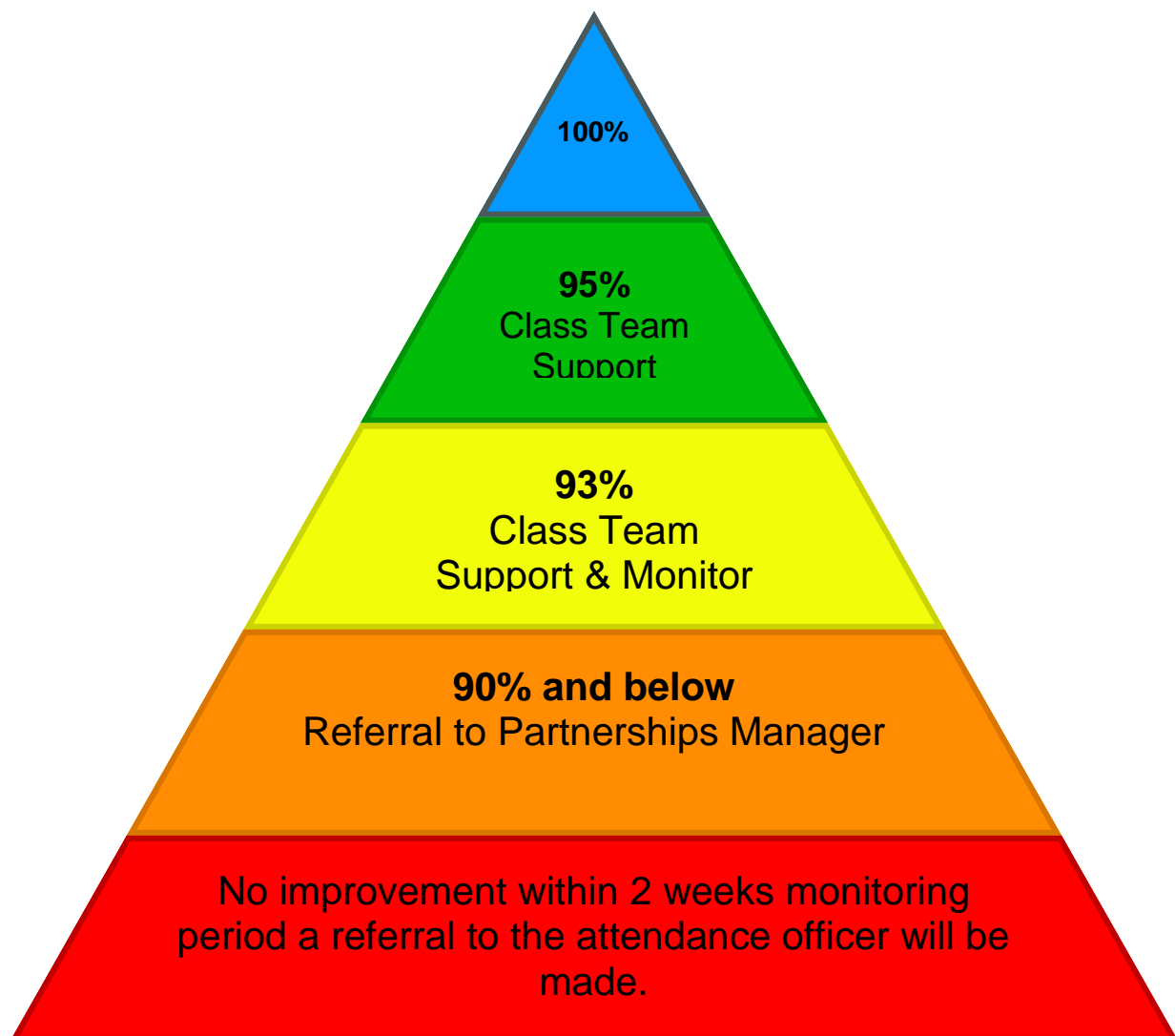


Attendance Policy and Action Plan



First Day of Absence

Office to contact home and record reason for absence on SIMs.

Fourth Day of Absence

Class team to contact home. Focus of phone call to enquire how pupil is feeling, offer to send work home if further absence is expected, offer support from school. A note of this contact should be logged and kept in the attendance section of the black diary. Inform parents they will be in contact again in a couple of days to see how pupil is if still not back in school. Please Note – If a pupil is off on a Friday and is still away on the following Monday and Tuesday, then the class should call home on the Tuesday.

Classes will receive monthly records of attendance for pupils in their class. This data will be used to identify any dips or patterns in attendance and inform next steps and actions to be taken.

Attendance between 96% - 100%

No actions required.

Attendance drops to less than 95% - Class Team Support

Class team to look at reasons for absence eg blocks of illness (example 1), medical appointments (example 2) within school time or potential patterns in absence (example 3).

Team to contact home and explain attendance is looking low. Offer support from school if needed. No further action may be needed following contact if low attendance is due to blocks of absence for illness etc however this should still be noted.

Notes of contact made to be kept on attendance form in black diaries.

Attendance drops to less than 93% - Class Team Support & Monitor

If attendance continues to drop and figures fall below 93% classes will make further contact with home and explore reasons for continued absence.

Outcomes of contact will be logged on attendance sheet with actions noted to improve attendance. Copies of logs to be shared with Partnership Manager.

Attendance drops to less than 90% - Referral to Partnership Manager

If the above actions do not impact on pupil's attendance and they continue to have time out of school then a referral will be made to Partnership Manager.

School will continue to work with home and parents will be offered the opportunity to meet and discuss issues.

A two week monitoring period will be put in place. Should attendance continue to drop during this time then a referral to the attendance officer will be made.

Attendance does not improve after 2 week monitoring period

Should attendance continue to drop during this time then a referral to the attendance officer will be made.

In many cases, low attendance for our pupils may be due to long term illness, medical appointments etc. It is important that parents understand that school is keen to work together to support both the pupils and themselves at these times.