



Aim High Attendance Proposal

Procedures for 2022-23

What the school will do to monitor daily attendance;

Registers will be completed accurately and in a timely manner twice a day by class teachers. A member of staff (usually the Pastoral and Safeguarding Manager but at times a member of the office staff or SLT) will check completion of registers on SIMS or IRIS and identify children with missing marks. Staff will check whether a parent or carer has provided a reason for absence, and if not, make a first day response phone call. If no answer, a text message will be sent. If no response to phone call or text message, a home visit may be completed. If there is no response at the home, a note will be left advising that the parent should contact school. The child will then be discussed with EWO/SLT and social worker if applicable.

What school expects from parents and carers;

Parents and carers should contact school on the morning of absence if their child is going to be ill that day. Parents and carers should make every effort to not make medical appointments in term time to reduce absence. Parents and carers should ensure their child attends school every day on time. If school has concerns about a child's attendance or the reason for absence, this may be discussed during first day response phone calls and home visits.

What school expects from children;

Children should know what the school target is (97%), and if they themselves have a target, such as improving their attendance over 4 weeks, or improved punctuality. They should also know their own attendance. If they don't have an awareness of their percentage, they should know what the colour means (I am green, so my attendance is good, I should keep coming to school every day).

What school will do during the year;

School will monitor children's attendance throughout the year through accurate recording of the registers. Every week, the classes with the best attendance will be celebrated in assembly. Those classes will move up one space on the train display and get a sticker on their tracking card. They will also be able to take care of the unicorn or dinosaur for the week. Attendance will also be reported to parents via weekly newsletter and Twitter.

At the end of a half term, certificates will be given out for those children achieving 97% for the year to date. 97% attendance is our school target. Children achieving 100% attendance for the half term will get a certificate and be able to choose a prize from the prize box.

This year, we will be introducing a half termly reward for the class with the highest attendance. This will be in line with our 'Aim High' vision, and will encourage children to have high attendance for an achievable amount of time (a half term). The reward will include Aim High activities such as kite and rocket making, supported by our resident artist.

At the end of the year, children achieving a high level of attendance will be rewarded with an exceptional treat, such as a cinema visit, to be arranged. These rewards are in line with suggestions by School Council representatives. We will also consider a one-off high value prize to be won in a raffle for those children achieving 100% attendance for the year.

What school will do to hold parents to account;

School aims to support parents and carers in overcoming whatever barrier is hindering their child in attending school. Occasionally, we will need to hold parents accountable. Parents will be informed of their child's attendance via half termly letters. If a child's attendance is becoming a concern, this will be discussed directly with the parents. School staff, usually the Pastoral and Safeguarding Manager will meet with the Education Welfare Officer weekly to discuss concerns. This will include which children are Persistently Absent and which groups of children are becoming a concern, for example, if there are patterns of absence in a particular year group.

Parents may be invited into a meeting in school with the Pastoral Manager and/or EWO to discuss informally how we can support in improving their child's attendance. If no improvements are made, school may refer the family officially to the EWO and the parent or carer will be expected to attend meetings in school. School can request for a fixed penalty notice to be issued if no improvements are made. If there are other concerns, school may consider a referral to children's services or whether an EHAT is appropriate to support.

Monitoring and reporting data;

The Pastoral and Safeguarding Manager will be responsible for compiling data to be shared with SLT and Governors, detailing our current trends and concerns. This data will also be available for Ofsted. Weekly data will be compiled for EWO to access.

Medical evidence;

School will request that parents provide medical evidence for those children who are absent due to illness. Authorisation of these absences are at the school's discretion. If parents continue to provide medical evidence such as Calpol, yet their child's attendance is a significant concern, school may discuss further action with the parent, such as a referral to the school nurse to help support. If no evidence is provided, school will send home a letter requesting evidence. If none is provided, the child will be given an unauthorised mark.

Holidays;

Holidays in term time are discouraged and will not be authorised unless in exceptional circumstances. It is the Headteacher's decision if a holiday request is deemed exceptional. School requests that parents complete a holiday request form, and the school's decision is then sent to the parents.