



Church Drive Primary School Attendance Strategy



“Together we belong, believe and achieve”

Church Drive Primary School believes that high attendance at school is vital in maximising a child’s development, success and future life chances. We are committed to work together with pupils and parents to ensure we can achieve excellence in attendance together.

Monitoring

- School office phone calls to parents on first day of absence if no reason for absence has been received. Logged on Arbor.
- Follow up phone call on subsequent days depending on nature of illness. Offer of phone call with attendance lead if required. Logged on Arbor.
- Whole school attendance and group data viewed daily on Arbor dashboard by the attendance lead.
- Half termly review meetings between Headteacher, attendance lead and SENCo held, looking at group and individual attendance.

Promoting Attendance

- Weekly attendance data published in the Church Drive weekly Bulletin along with attendance messages.
- Termly progress card sent home which includes attendance data.
- Sharing high attendance days on Twitter.
- Highest attending team recognised in weekly celebration assembly.
- Posters and weekly attendance data published in external news boards situated at drop off and pick up points.

Stepped Interventions

Attendance %	Stage	Actions Taken	Support (offered at all stages)
92%-96% Equivalent to 19 days/nearly 4 weeks absence	School Intervention Stage 1	Depending on the context and understanding of the absence a letter (appendix 1) will be sent home.	Attendance Lead support Transport and financial support
86%-91% Equivalent of up to 29 days/nearly 6 weeks absence over the year.	School Intervention Stage 2	A phone call to the parent/carer made by the attendance lead requesting a meeting to discuss any barriers to high attendance and an offering of support. Minutes of meeting kept. Four week support plan (appendix 2) created and monitored.	Home visits School Nurse support SENCo involvement Pastoral Support (see school mental health and well-being offer)
85% and below Equivalent of more than 29 days absence / nearly 8 weeks absence	School and Local Authority Attendance Officer Intervention	A letter (appendix 3) to be sent home requesting a meeting with a parent/carer with the attendance lead, headteacher and possible involvement of the Local Authority attendance officer. If our attendance team is not satisfied that absence is avoidable, non-engagement with ESWO will result in Education Penalty Notice being issued.	Local Authority Attendance Officer involvement Designated safeguarding lead involvement