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Attendance Strategy – January 2022

Rationale:

In order to impact positively on academy wide attendance, attendance needs to be an obsessive focus at all levels - Every day a relentless drive on attendance using a no excuse culture.

The purpose of this strategy is to provide clarity on roles and responsibilities to monitor and improve attendance, using data to determine where actions are needed and where support and interventions must be applied.

All staff			
Provision	Description	Frequency	Desired Impact
Attendance Registers	Ensure registers are completed accurately and submitted through Bromcom at the beginning of the day and after lunch	Every morning and afternoon	100% accurate record of pupils in attendance in the building.
Known Absence	Ensure admin assistant know of any agreed plans which may affect registering of pupils due to events	Daily - Ongoing	Staff e-mail Attendance Officer where absence is known in advance. 100% accurate record of pupils in attendance in the building.
Disadvantaged First Strategy	Ensure Disadvantaged First Strategy for Attendance is followed	Weekly	Pupils welcomed into lessons following absence, PP pupils are identified on seating plans and monitored more closely. Cohorts of PP pupils identified for mentoring and drop-ins
Class teacher			
Provision	Description	Frequency	Desired Impact
Registration	Check attendance every day requesting notes from any pupils missing (using the speech bubble on the Bromcom register) communicated by admin assistant	Daily - Ongoing	Class teacher has regular and impactful communications with members of the group.
Pupil Tracking	Office manager/learning mentor to track persistent absence half termly.	Monthly	Persistent absence is monitored closely and timely communication and interventions put in place.



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SLT conversation	Weekly conversation with each pupil on our persistent absence tracker	Weekly	SLT has regular and impactful communications with members of the group.
Above and Beyonds (pending)	Weekly messages home through MCAS for 100% attendance	Weekly	Re-enforce Attendance and praise where pupils meeting expectations

SLT/class teachers

Provision	Description	Frequency	Desired Impact
Meet and Greet	Welcome pupils every morning on the gate	Daily	Ensure pupils are welcomed onto site and any issues resolved before going to lesson, so focus can then be on learning.
Assemblies	Focus on positive attendance once weekly in assembly	Weekly	All Assemblies to include an update in Attendance to ensure highest profile.
Postcards Home (pending)	Postcards home for all 100%ers each half-term	½ termly	At the end of each ½ term send postcard home for 100% so pupils is rewarded and parent/carers informed.
Home Visits	Timely and effective home visits and strategic door knocking to support attendance.	Daily	Supporting Attendance Team where joint visits needed or where events for year group may impact on attendance.
Attendance Competitions	Support with attendance competitions and positive recognition events.	Weekly assembly Half termly 'SAM' Half termly reward for 100%	Improved attendance during competitions and a positive impact on overall absence figures. Raising the profile of attendance.
Communications Log	All communications home are recorded in Bromcom as a minimum.	Daily	Use of Bromcom and CPOMS to share information of parent/carers communications which can also be used for any legal or statutory proceedings.

Admin assitant

Provision	Description	Frequency	Desired Impact
Late protocol	Up until 9.30 children are recorded as here. Registers will be recorded with L up to 10.00. After 10 it will be recorded as U and	Daily	To maintain high levels of punctuality to school.



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	notes are recorded on Bromcom				
First Day Response calls	Phone calls for all pupils absent as 'First Day Response Calls'	Daily		Phone calls where parent/carer not responded to text message	
Attendance phone line	Responding to messages left on Attendance Line, ensuring parent is spoken to and the pupil is in the Academy the next day if unable to attend PM session	Daily		Dedicated attendance line records messages from parent/carers. Ensure the recorded message is regularly updated, including clear instructions to leave message.	
Code pathways	Central coding system used, with notes added on Bromcom for reasons for absence	Daily		Consistent use of coding following DfE guidance, able to use data reports to track reasons for absence.	
Attendance Boards	Daily Attendance and updated YTD attendance visible.	Daily		Add data to Attendance Boards in Attendance Office and Attendance Lead Office at the end of every day.	
Welfare Checks	Home visits and welfare checks for pupils off more than 3/5 days in a row	Daily		Ensure safeguarding and welfare of the pupil	
Absence Letters	RED Letter 90% or below, AMBER Letter 91% - 95% with attendance record for pupil attached.	½ termly		To ensure that patterns of non-attendance are identified quickly. Meeting with SLT and office manager if no improvement within 2 weeks of RED / AMBER Letter issued. Use Academy data of X/IO2 codes spreadsheet to challenge non-covid absence. Involvement of EWO if attendance falls below 80% with no improvements seen.	
YTD Attendance	Reporting Weekly and YTD Attendance figures to Principal and Vice Principal	Weekly		To track general trends and include covid cases.	
Fast Track	To ensure that poor attending pupils are identified quickly, and a support plan is put into place.	½ termly		Show improved attendance in the duration of the monitoring period. Increase the previous impact.	
Legal warnings and processes	Penalty Notices and Parental Prosecution	As Required		Parents are held to account around their responsibilities in ensuring that their child attends	



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	processes		school. Overall absence and PA is below national
Data Reporting	Data Reports to add to Impact Reports for SLT and Governors. Clear records for numbers of letters, Fast Track, FPN, Prosecutions for each year group.	½ termly – as required	Absence figure is lower than national, PA figure is lower than national. Attendance improves from the previous academic year. Decrease in the gap between disadvantaged pupils' attendance and non-disadvantaged.
Case Studies	Provide information on interventions used for attendance with individual pupils and the impact	½ termly	PA is below national average. Absence is below national average.

Provision	Description	Frequency	Desired Impact
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Attendance Lead

Provision	Description	Frequency	Desired Impact
Attendance Data Monitoring	Daily and weekly monitoring of attendance data to ensure accuracy	At least weekly	Ensuring consistency of completed registers for safeguarding of pupils
Covid Response	Attendance Reports for X/IO2 concerns and PA issues.	Weekly	To look at COVID absence and where gains can be made.
Inclusion Development	Engage in Inclusion Development meetings with Accord Inclusion staff.	½ termly	Inclusion development across the trust, ensure attendance strategy is quality assured and challenged where provisions not in place.
Reporting	Impact Reports and KIT meetings for SLT and Governors	½ termly – as required	Ensure interventions are as efficient and implemented quickly to support pupils and families resulting in improved attendance for these pupils. Absence figure is lower than national. PA figure is lower than national.
Nursery induction	Induction at nursery/reception include clear attendance expectations.	Annually	To ensure that parents and pupils are aware of our high expectations for attendance and the policies we implement if attendance falls below this target
Staff CPD	To provide information to class and	Annually – as required	Improve knowledge of staff, Tutors meet attendance



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staff regarding the roles of staff involved in attendance and processes involved within the attendance policy.

expectations and a whole-school approach is established.

Attendance Strategy Implementation:

- Review attendance letters to ensure they are consistent across the primaries
- Share strategy with Inclusion Driver Group, SLT, Attendance officers.
- Weekly Attendance Data Dashboard drops in Inclusion Driver Teams area on a Friday.
- Joint meetings with HPA and MPA to ensure consistent message, review of practice and implementation.
- Ensure attendance information on Academy websites is up to date and clear processes shared with parent/carers.
- Impact Reports to review progress for each ½ term.
- Continue to keep rewards under review.