



Attendance strategy

It is your parental responsibility to ensure that your child attends school every day. The purpose of this strategy is to set out how we will support your child's attendance.

Attendance at school matters. At Holy Trinity & St John's CE Primary School we believe that good attendance is secured by developing a partnership between families, schools and our partner agencies involved in the social and emotional development of children.

Your child's potential and life prospects are significantly enhanced when he/she has high attendance. Good attendance will impact positively on your child's physical, social and emotional development.

Low attendance places your child at a significant disadvantage in terms meeting their academic potential. Furthermore, children with low attendance often **lose confidence, find it more difficult to maintain friendship circles and their overall enjoyment of school falls.**

The Governing Body of the school fully adopt the change in regulations relating to school absence Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. The amendments make clear that **headteachers may no longer grant any leave of absence during term time unless there are exceptional circumstances**. These are set out in the Regulations.

The aim of our attendance strategy is to:

- **Increase the school's overall attendance.** Our target is to develop an expectation of regular school attendance. In other words, that each child attends every single day.
- **Promote an understanding of the need for good school attendance** across the whole school community.
- **Reduce the number of children with persistent absence (below 90%)** through clarity of expectation, effective support and adherence to policy. We will continue to offer support to vulnerable families to help promote better attendance for all children.
- **Promote effective inter agency work.** This includes the use of the Education Welfare Officers and Social Workers to develop action plans.

Whole School Approach to maintain attendance of at least 95%

Response: All parents expected to sign an Attendance agreement on entry to school; Attendance page on website is up to date and visible; Attendance priority is everyone's responsibility and is spoken about daily.

Daily Actions	Weekly Actions	Termly Actions
- First day phone calls/text (<i>Attendance Officer</i>) - Home visits as required following prolonged/unexplained absence (<i>Attendance officer and FLO / SO to triage; any child with attendance below 90%; SEN; Vulnerable/CP; PP</i>) - Daily Attendance logs updated (<i>Attendance Officer</i>) - Daily attendance figures published on classroom doors with last term's attendance as a comparison (<i>Attendance Office and Attendance Ambassadors</i>) - Daily acknowledgement of class attendance by teachers/TA's to highlight improvement or decline. (<i>All class teachers and TA's, SLT / to acknowledge as seen</i>)	- Weekly celebration message sent to all children / parents with over 95% attendance - Attendance trophy awarded in celebration assembly to the class with the best weekly attendance- attendance board changed and overall attendance race changed (<i>SLT/ and Head Pupils in assembly</i>) - A reward of afternoon play and an individual certificate to any class achieving 100% attendance for a whole week. (<i>certificates written by Attendance Officer; teachers take children for play on chosen day</i>) - Individual 100% sticker reward completed in class and attendance hero ticket added to attendance box (every 3 weeks). (<i>Attendance officer to provide stickers to each class and 3 weekly add all children who are 96%+to the attendance box for the £10 wishlist prize</i>) - Attendance 'ranking' to date emailed to all teachers on Friday morning to share with class. (<i>Attendance officer to email. Class teachers to share ranking before weekly celebration assembly</i>) - Message sent to parents from the best weekly attending class. (<i>sent by admin team</i>) - Weekly attendance spreadsheet- Whole school, focus children, SEN/Vuln (<i>attendance officer to complete and send to SLT and FST, this forms part of the attendance meeting</i>) - Weekly attendance meetings held with Attendance officer, FST – raising any concerns weekly with the HT	- Individual attendance certificates presented in class by SLT: 98% Bronze; 99% Silver; 100% Gold. 3 Weekly Attendance Hero £10 voucher prize draw – any child who is 96%+ - name goes into the attendance box, 2 names are drawn out (1 for YrR – Yr2 and 1 for Yr3 – Yr6) by Head Pupils will then be presented a £10 voucher. (<i>Attendance officer adds names to the Attendance Hero boxes</i>) - Afternoon reward for the best attending class for the whole term. (<i>Reward will be set at the start of each term by KSL</i>) - Message sent to parents from the best termly attending class. (<i>Sent by admin team</i>) - Annual class winner of the attendance race (Yr R – Yr 2 & Yr3 – Yr6) have a fun afternoon with choice of activity – arranged by KSL - Attendance certificate printed on coloured paper for parents evening and end of year report to highlight the child's current attendance. (<i>Admin team to print attendance certificates for reports</i>) - Termly review meeting between Attendance Officer, FST and HT to review attendance and create actions

Targeted Approach when attendance falls below 95%

Response: Letter 1 sent home to make the parents aware of the decline and to provide early intervention to ensure that there is not further decline.

Daily Actions	Weekly Actions	Termly Actions
- First day phone calls/text, where a child is vulnerable, these calls are prioritised. Other relevant professionals are informed of absence of 'at risk' children. (Attendance officer and FST to coordinate, SENCO and SLT to be informed) - Home visits as required following prolonged/unexplained absence (Attendance officer and FST to triage; any child with attendance below 90%; SEN; Vulnerable/CP; PP) - Absences are only authorised with medical evidence/proof. - Daily monitoring of individual children below 95% by Attendance Officer & FST (Co-ordinated by Attendance Officer) - Individual attendance chart in class managed by teacher/TA (Attendance officer to list chn below 95% and to make 3 weekly charts, class staff to add a stamp every day that the child is in, after 3 weeks, any child with their chart completed receives a chocolate and chat reward with FST).	- Send out let's improve/let's celebrate texts to parents based on children's weekly attendance – children to take home their individual attendance chart after the 3 weeks. - FST to call parents where attendance for the week continues to decline to challenge. - Attendance team meeting with FST to focus on the targeted support impact.	- Letter home to celebrate improved attendance and certificate to child or Letter 2 issued where attendance has declined further (below 92%). (Attendance officer to send out appropriate letter) - Class teachers to discuss the implications of the low attendance on the child's progress at parents evening meetings. (Class teachers to use the colour coding to discuss impact of missed learning) - Monthly review meeting between Attendance Officer, FST and HT to review the targeted children's attendance and decide next steps. Where a child's attendance is above 95% all of the whole school approach rewards are used.

Targeted Approach when attendance falls below 92%

Response: Letter 2 sent home to make the parents aware of further decline; Meeting with EWO and FLO arranged to set an action plan to improve the attendance.

Daily Actions	Weekly Actions	Termly Actions
- First day phone calls/text, where a child is vulnerable, these calls are prioritised. Other relevant professionals are informed of absence of 'at risk' children. <i>(Attendance officer and FST to coordinate, SENCO and SLT to be informed)</i> - Home visits as required following prolonged/unexplained absence <i>(Attendance officer and FST to triage; any child with attendance below 90%; SEN; Vulnerable/CP; PP)</i> - Absences are only authorised with medical evidence/proof. - Daily monitoring of individual children below 96% by Attendance Officer & FST <i>(Co-ordinated by Attendance Officer)</i> - Individual attendance chart in class managed by teacher/TA <i>(Attendance officer to list chn below 96% and to make 3 weekly charts, class staff to add a stamp every day that the child is in, after 3 weeks, any child with their chart completed receives a chocolate and chat reward with FST).</i>	- Send out let's improve/let's celebrate texts to parents based on children's weekly attendance – children to take home their individual attendance chart after the 3 weeks. - FST to call parents where attendance for the week continues to decline to challenge. - Attendance team meeting with FST to focus on the targeted support impact. - FST to identify - FST to identify at attendance meeting 3 families per member of staff who have persistent low attendance or attendance that is not improving – arrange to meet with them every two weeks informally, to discuss how things are – in a non-judgemental way – identifying how we can provide help - Individual attendance chart to be seen by a member of SLT with the child. <i>(Child to be sent to a member of SLT by Friday lunchtime)</i>	- Letter home to celebrate improved attendance and certificate to child or Letter 3 issued where attendance has declined further (90% or below). <i>(Attendance officer to send out appropriate letter)</i> - Class teachers to discuss the implications of the low attendance on the child's progress at parents evening meetings. <i>(Class teachers to use the colour coding to discuss impact of missed learning)</i> - Monthly review meeting between Attendance Officer, FST and HT to review the impact of the action plans set with parents and to decide the next steps.

Targeted Approach when attendance falls to 90% or below

Response: Letter 3 issued for SAP process (School Attendance Panel)

Daily Actions	Weekly Actions	Termly Actions
- First day phone calls/text, where a child is vulnerable, these calls are prioritised. Other relevant professionals are informed of absence of 'at risk' children. (Attendance officer and FST to coordinate, SENCO and SLT to be informed) - Home visits as required following prolonged/unexplained absence (Attendance officer and FST to triage; any child with attendance below 90%; SEN; Vulnerable/CP; PP) - Absences are only authorised with medical evidence/proof. - Daily monitoring of individual children below 96% by Attendance Officer & FST (Co-ordinated by Attendance Officer) - Individual attendance chart in class managed by teacher/TA (Attendance officer to list chn below 96% and to make 3 weekly charts, class staff to add a stamp every day that the child is in, after 3 weeks, any child with their chart completed receives a chocolate and chat reward with FST).	- Send out let's improve/let's celebrate texts to parents based on children's weekly attendance – children to take home their individual attendance chart after the 3 weeks. - FST to call parents where attendance for the week continues to decline to challenge. - Attendance team meeting with FST to focus on the targeted support impact. - Individual attendance chart to be seen by a member of SLT with the child. (Child to be sent to a member of SLT by Friday lunchtime)	- Letter home to celebrate improved attendance and certificate to child or Letter 3 issued where attendance has declined further (90% or below). (Attendance officer to send out appropriate letter) - Class teachers to discuss the implications of the low attendance on the child's progress at parents evening meetings. (Class teachers to use the colour coding to discuss impact of missed learning) - SAP process (HT, Attendance officer, FST and SLO)– Initial meeting to set out process and to develop a timed action plan for improvement; 1st review meeting held within 4 weeks – outcomes could be 2nd review or closure if attendance has improved and barriers resolved; or a 2nd review meeting planned within 4 weeks if there has been little improvement or concerns are still held around the barriers; or closure of SAP and move to Official Warning-Pre court-court if attendance shows little improvement or has declined and the barriers have not been addressed.

Children with attendance below 92% to be logged on CPOMS under attendance plan- completed by FST and Attendance Officer
Appendix 1: Attendance strategy outlining thresholds, communicated termly to all parents

Band	Attendance	Number of days	Commentary	Rewards and Incentives
1 	95% - 100%	Equivalent of up to 9 days/less than 2 weeks' absence Update for 95%	This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential. Thank you for supporting your child's attendance at this level	We want to always promote and incentivize good attendance. We target 95%+ as we know that children do get ill. 95%+ Attendance Hero £10 voucher prize draw- every 3 weeks by the Head Pupils Weekly best class attendance trophy (Yr R – Yr 2 & Yr3 – Yr6) and message home to parents Individual certificates given termly - bronze, silver and gold certificates for termly attendance presented in class by a member of SLT Gold (100%) termly attendance – receive a 100% attendance badge for their lanyard Termly class winner of the attendance race have secret cinema experience and message home to parents Annual class winner of the attendance race (Yr R – Yr 2 & Yr3 – Yr6) have a fun afternoon with choice of activity and a message home to parents
2 	94.9-92%	Equivalent of up to 15 days/ 3 weeks' absence over the year	Over the course of a full academic year, this level of attendance will begin to impact negatively on your child's progress and attainment. We will monitor your child's attendance regularly to ensure that it improves. Support is available on an optional basis though nonengagement will result in further action.	3 weekly personal attendance chart – reward for attending every day for 3 weeks – chat and chocolate with ACE tutors, Flo and Learning Mentor. Once a child has 95%+ they are part of the 'green' rewards.
3 	91.9%-90%	Equivalent of up to 19 days/4 weeks' absence over the year	Over a full academic year, this is a high level of absence and your child's progress and attainment and potential is being held back. If our attendance team is not satisfied that absence is unavoidable, then we expect you to engage with us at attendance surgery meetings to improve your child's attendance. If attendance does not improve, it moves to the formal process of School Attendance Panel.	3 weekly personal attendance chart – reward for attending every day for 3 weeks – chat and chocolate with ACE tutors, Flo and Learning Mentor
4 	Less than 90%	More than 29 days/ 6 weeks' absence over the year	If attendance falls below 90% over a full academic year, this will seriously impact and inhibit your child's progress, attainment and confidence. If our attendance team is not satisfied that absence is avoidable, non-engagement with the school will result in the School Attendance Panel process and if there is no subsequent improvement court proceedings will begin.	3 weekly personal attendance chart – reward for attending every day for 3 weeks – chat and chocolate with FST.

Appendix 2: Attendance feedback for all parents -given out at parents evening and as part of the end of year report

What does this coloured piece of paper mean?	
Attendance Feedback colour code	
100%	Outstanding- no learning missed
98-99.9%	Excellent
95-97.9%	Good
92-94.9%	Cause for concern- high level of absence that could impact your child's progress and development
90-91.9%	Unsatisfactory – high level of absence that is impacting directly on child's learning and social and emotional development
Below 90%	Serious cause for concern – high level of absence will seriously inhibit your child's potential and life chances

Parent and Teacher Consultations

During this meeting the parent will be given their child's current attendance sheet. This will be colour coded according to their child's current attendance figure. Teachers must talk to the parent about this in terms of the progress of their child, teachers should try to find out if there are any barriers that are presenting in relation to attendance and seek to address these.

Appendix 3: Individual Attendance Chart for targeted children- 3 week cycle

 My journey to be an Attendance Hero 						
Date:		Name:				
		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	I came to school 😊					
	Number of days I came to school this week					
		Monday	Tuesday	Wednesday	Thursday	Friday
Week 2	I came to school 😊					
	Number of days I came to school this week					
		Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	I came to school 😊					
	Number of days I came to school this week					

Appendix 4 – Attendance Agreement for Induction to School

Use our home – attendance wording from home school agreement here – and review wording

Example text:

Absence Agreement

- I understand that Holy Trinity and St John's Primary School does not authorised holidays taken in term time.
- I understand that any parent/carer that wishes to apply for an absence in special circumstances must apply in writing to the Headteacher in advance.
- I accept responsibility to get my child to school regularly, on time and appropriately dressed.
- I accept responsibility to inform the school office by 10am. On the FIRST day of absence, the reason why my child is absent.
- On my child's return to school, I will send a not to the school office explaining the absence.
- I accept that if no message is received by the office, the absence will be record as UNAUTHORISED.
- I understand that the Kent PRU and Attendance Service (KPAS) may visit and contact me if my child's attendance is poor.

Appendix 5: Letters to target poor attendance

Letter 1- attendance falling below 95%

Dear (insert first name/ child's Mum/Dad or Mr/Miss/Mrs depending on relationship)

We need your help!

Like you, we want child's name to have the best life possible and as such we want him to be the best he can at reading, writing and maths as well as improving his knowledge and skills in the other curriculum areas.

As it stands at the moment, child's name's attendance is []: This means he is missing on average a day a week of school. In every day that he/she misses, he/she misses out on a maths, a reading lesson, a writing lesson and another Curriculum lesson. This makes his/her life harder when he/she comes back and we try to help him catch up. For some children, over time the gap becomes too big to close. We know you don't want this for child's name and neither do we.

Child's name has told us that when he/she misses school, it makes him/her feel []

Please remember that every single absence matters and just a couple of days each month adds up. **You are key to improving child's name's attendance** and we will help you in any way that we can.

If you would like to meet with someone to discuss how we can support you in improving child's name's attendance, please do get in touch on attendance@htsj.school and let us know the best time for you and we will get somebody to contact you.

Many thanks

Did you know?

Attendance has a direct impact on how well your child does at school. In fact, attendance at primary school is one of the predictors of how well your child will do at the end of primary and even in their GCSEs.

At the end of primary, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. The overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%).

At the end of Year 11, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 41. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

Letter 2 - attendance showing no improvement and declining to below 92% contact support via FLO

Dear

Pupil **Class**

We are concerned that’s school attendance has dropped to%.

Our attendance requirement for all children is 97%.

Although we know that there will be occasional illness and unforeseen circumstances for children, we do expect pupils to attend school regularly. Please see the attached certificate, which shows your child's absences to date.

As there has been no improvement in’s attendance, I must advise you that further absences from school as a result of illness will require medical evidence (e.g. copy of a prescription, Doctor/Dentist appointment card.) If medical evidence is not provided, further absences will be marked as unauthorised.

So that we can support you to improve attendance, please contact Mrs Sands or Mrs Farrall (our Family Liaison Officer) to discuss any issues and/or reason for this drop in attendance.

Please note, every child's absence is monitored every week and we are very pro-active in seeking improvements in attendance in order to enable your child to learn as much as they can in their time at our school.

We look forward to hearing from you.

Yours sincerely

Mrs S Roberts
Headteacher

Attendance showing no improvement/further decline as a result of letter 2 – invite to attendance surgery with AO and FST

Dear

Initial School Attendance Panel Meeting

.....'s attendance has been a cause for concern. We would therefore like to invite you to a School Attendance Meeting, which will give us all the opportunity to discuss a way forward. The meeting will be attended by my attendance officer, Mrs Bexley and the school's Family Liaison Officer, Mrs Sands/Mrs Farrall.

Time:

Date:

Venue: Holy Trinity & St John's C E Primary School

It is hoped that this meeting will be able to produce an Action Plan to improve 's school attendance.

If you are unable to attend, please inform me as soon as possible. If you fail to attend this meeting decisions will be made in your absence.

If you have any queries please contact Mrs Bexley, Attendance Officer for this school on 01843 223237 or email attendance@htsj.school

Yours sincerely

Mrs S Roberts
Headteacher

School Attendance Panel initial meeting

Dear

School Attendance Meeting

Name:

Date of Birth:

My attention has been drawn to the fact that is not attending school regularly.

You are invited to attend a meeting on at to explore the issues around 's poor attendance. The meeting will be attended by Mrs Mannering, School Liaison Officer from Kent County Council, Mrs Bexley, the School's Attendance Officer and Mrs Sands, the school's Family Liaison Officer.

It is essential that you are present. If this appointment is inconvenient, please contact me so that an alternative date can be arranged.

If you do not attend this meeting, or fail to contact me prior to the date set and 's absence does not improve, a request for a Penalty Notice or a referral to the Local Authority School Liaison Officer may be made.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Local Authority.

Yours sincerely

Mrs S Roberts
Headteacher

Appendix 6 – Parent communication messages

Weekly

Any class achieving 100% attendance in a week:

'Class ____ have achieved 100% attendance this week. No learning has been lost! This is fantastic – thank you for your support. Mrs Roberts

Class with the highest attendance for the week:

'Class ____ had the highest attendance in school this week. Well done and thank you for your support. Mrs Roberts

Targeted individual attendance chart (3 weekly):

'Your child has achieved their attendance target for the last 3 weeks. They have enjoyed their 'choc and chat' reward. Thank you for ensuring that they come to school every day. This has a huge impact on their learning.

OR

'We have tried to target your child's attendance for the last 3 weeks. Unfortunately, they have continued to have absences. Please work with us over the next 3 weeks to improve this and help your child to earn a reward.

Termly

Class with the best attendance for the term:

'Congratulations, class ____ has the best attendance this term. Thank you for your support.

Letter home to individual children on an attendance chart – *where the attendance has improved:*

Dear Parents

Your child is coming home today with a certificate to reward their hugely improved attendance this half term. However, we wanted to take this opportunity to also thank you as the parents and carers. Your focus in ensuring that your child comes to school regularly, it means that they are not missing out on any learning and as a result will not be left behind or missing out on their friendships.

Please keep this improvement up, if you require any support or want to speak to us, do not hesitate to contact Mrs Bexley (Attendance Officer) or Mrs Sands or Mrs Farrell (Family Liaison Officers).

Best Wishes

Mrs Roberts